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JORDAN TOURISM DEVELOPMENT PROJECT II (JTD II)

**ROYAL MOTORCYCLE CLUB FOR JORDAN POLICY AND PROCEDURE
MANUAL**

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**21300 ROYAL MOTORCYCLE CLUB FOR JORDAN POLICY AND
PROCEDURE MANUAL**

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INTRODUCTION

Welcome to the Royal Motorcycle Club of Jordan. As a member of this organization, you are joining a committed team of leaders. The Royal Motorcycle Club of Jordan was formed in November 2008. The principal functions of The Royal Motorcycle Club of Jordan are as follows:-

- To set safety standards for the usage of motorcycles in accordance with international standards, and provide training on those set measures in cooperation with the government related departments.
- To cooperate with the government related departments and be the advisory authority on licensing and motorcycle registration procedures in the country.
- To participate in and become a member of the regional and international motorcycle clubs federations and associations and to coordinate with other national and foreign motorcycle institutions.
- To assist and contribute to safety procedures for riding motorcycles on the road.
- To encourage participation in domestic and regional tourism through motorcycling.
- To organize motorcycle rides for international institutions in Jordan to encourage tourism.
- To organize social and charitable events to achieve the association goals.
- To control, oversee and regulate all sporting and competitions related events to motorcycling.
- To encourage all segments of society to use motorcycles to reduce traffic jam and petrol consumption.
- To develop social networking between members of the association and provide services to members and non members.

This manual will standardize operations and will assist all staff in understanding and implementing procedures and guidelines. An effective operation requires the participation and cooperation of all staff. Therefore, all employees should read this manual and report any problems or discrepancies immediately to the General Manager. This manual does not represent an employment contract.

Definition of the policies and procedures in this manual is an ongoing process. All employees are encouraged to offer suggestions towards improving operations and improving the manual's usefulness as a project management tool. The Royal Motorcycle Club of Jordan reserves the right to alter and/or amend this manual at any time. Any amendments or newly implemented policies can be found in the "Amendments" section.

General Information

- Applicable Regulations and Order of Precedence
- Authority and Amendments

Applicable Regulations and Order of Precedence

The contents of this manual are bound by and based upon Jordanian labor law and other applicable Jordanian laws and executive regulations as issued and/or amended from time to time. Where these laws and regulations allow for flexibility, the contents of this manual are bound by and based on best practices in human capital management. Where these sources conflict with each other or with the contents of this manual, precedence shall be given to, in order of precedence, Jordanian labor laws and executive regulations, followed by this The Royal Motorcycle Club of Jordan Manual.

Authority and Amendments

Ultimate authority for this manual rests with the Royal Motorcycle Club of Jordan's General Manager and Board of Directors. The General Manager or his/her designee is the person authorized to issue this manual or any future additions, deletions, or other modifications to it. He/ She shall amend this manual periodically, as called for by circumstances. All such amendments shall be distributed to all manual users, along with a new preface specifying the amended sections and the date of amendment. The Royal Motorcycle Club of Jordan welcomes and encourages suggestions for changes to the manual. Suggestions should be made in writing and submitted to the General Manager.

Personnel Contact Information

PERSONNEL CONTACT INFORMATION

The most current personnel contact sheets can be found in Annex I of this manual. It is updated by the administrative assistant as necessary.

Office Protocol

- **Appropriate Office Decorum**
- **Telephone Procedures**

APPROPRIATE OFFICE DECORUM

The reception desk is the front line of the Royal Motorcycle Club of Jordan office. The reception area and office telephones must be staffed at all times. It is the responsibility of the receptionist to assign a replacement if away from the desk for any period of time.

No guest should walk unescorted through the office. Upon the arrival of a guest, the receptionist should contact the person whom they are here to meet. If that person is unavailable to meet the guest in the reception area, the receptionist should escort the guest to their meeting.

Confidentiality of information is an important component of The Royal Motorcycle Club of Jordan; Employees must not discuss any issues relating to their work or their guests, members or any visitor outside the office.

TELEPHONE PROCEDURES

Personal in-country and international phone calls during working hours are acceptable, in coordination with the following policies:

Under no circumstances should personal international calls be billed to The Royal Motorcycle Club of Jordan.

The Royal Motorcycle Club of Jordan has issued work cell phones to managers and other individuals as the General Manager sees necessary for official use only.

TECHNICAL MANAGEMENT

Work Plan

The Assistant General Manager in conjunction with the General Manager develops the technical aspects of each work plan. Work plans are evolving documents with rides/events added, deleted, and amended constantly. The work plans are organized by counterpart and subject matter, where appropriate. For consistency, a limited number of users have access to make changes to the work plan. After modifications have been discussed between the Assistant General Manager and General Manager, the Assistant General Manager is responsible for making these changes within work plan.

Results

The Assistant General Manager and General Manager will establish annual benchmarks to address targets of clients served, revenue generated, new services introduced, expansion into other markets, and overall sustainability as per the boards directions. These agreed-upon targets will be monitored on a monthly, quarterly, and annual basis by the Assistant General Manager. At least every quarter, the General Manager will generate a report for presentation to the Board showcasing the reality against projected targets and any highlights, success stories, or roadblocks that have been encountered in the past quarter. Additionally, the next quarter's targets will be explained.

FINANCIAL MANAGEMENT

Cash Flow

The General Manager and Assistant General Manager are responsible for tracking the cash flow. The General Manager will provide the budget for each of the time periods along with the current expenditures to date and the projections from the work plan on a monthly basis. The Assistant General Manager is to track all contract costs, event costs, and the number of days of level of effort, which is multiplied by an average daily rate to find the total burdened cost.

Reporting

The Chief Accountant is responsible for preparing monthly financial statements for the General Manager's review and final reporting to the Board. A template for such reports is contained under Annex 2.

Inventory

The inventory of the organization should be checked quarterly. An inventory tracker is contained under Annex 3.

ADMINISTRATIVE

Personnel and Organizational Information

The personnel and organizational information is accessible to all staff. The personnel information section is used to track personnel information including birth date, passport number, ID, and contact information. The organizational information is used to track all subcontractor organizations, and includes contact information. Personnel and organizational information is mainly used in the generation of task orders and is maintained by the Human Resource Manager.

PROJECT ADMINISTRATION

Reports

Reports serve as a resource for all staff by providing general information and statistics about deliverables, in-country training, third-country training, events, and in-country ceremonies. All reports also are accessible maintained in electronic and hard copy.

Required Documentation and Filing

- General Filing System
- Accounting
- Personnel
- Procurement
- Electronic Filing System

GENERAL FILING SYSTEM

Auditing guidelines require that The Royal Motorcycle Club of Jordan maintain document files up to seven years. It is important that necessary documentation is maintained to satisfy both current and future auditing requirements.

Like all good filing systems, the file index will evolve throughout. The Royal Motorcycle Club of Jordan requires that the basic framework for the system remains the same and that the index and files are updated regularly. A sample file index template can be found in Annex 4. As The Royal Motorcycle Club of Jordan strives to be an E-office, the current version of the office file index can be found in the electronic files.

- The accounting files utilize the same numeric system as the main files and are maintained by the Chief Accountant. These files are confidential and are not accessible to unauthorized personnel.
- The personnel files utilize the same numeric system as the main files and are maintained by the Human Resource Manager. These files are confidential and are not accessible to unauthorized personnel.
- The procurement files contain IT procurements and non-IT procurements. The Chief Accountant is responsible for maintaining all procurement files.

ELECTRONIC FILING SYSTEM

The electronic filing system enables all staff to integrate and share programmatic and administrative information. It is the responsibility of all the staff to save documents only once, mark multiple drafts, and clearly title all files so that they are easily recognizable.

Communication

- Principle of Communication
- Internal Memos
- Faxes
- Telecon Notes
- Trip Notes
- Newspaper/Magazine Articles

PRINCIPLE OF COMMUNICATION

The Royal Motorcycle Club of Jordan is dedicated to transparency, openness, proper documentation, and regular and rapid communications. This policy should be applied throughout all communication and will ultimately foster teamwork and trust between all associates.

The General Manager should be copied on any communication important to the operation of the organization, including modifications to the work plan, relationships with clients, and strategic issues. All other relevant and/or important issues should also be shared with the General Manager. This applies not only to The Royal Motorcycle Club of Jordan personnel, but all personnel--both long-term and short-term.

The General Manager or his designee should review and sign all formal letters to government counterparts. The definition of formal communications is at the discretion of the General Manager, and may include communication with the board or with counterparts.

Electronic copies of all important e-mails, memos, or documents should be saved in the electronic files and if necessary a hard copy should be kept in the appropriate file.

INTERNAL MEMOS

Every memo must be kept on file both electronically and by hard copy.

FAXES

All international faxes should be logged immediately in the logbook. Everyone sending personal international faxes should follow the same procedures used for personal international phone calls. A sample fax is attached in Annex 5.

TELCON NOTES

Telcon notes are written when an important discussion takes place over the telephone. The notes should not be a description of the conversation, but rather a detailed outline of pending actions and responsibilities. Unless they contain sensitive information, all telcon notes must be filed in the electronic filing system.

RIDE NOTES

When a work-related ride yields no tangible deliverable, ride notes must be written as documentation of the work completed. All ride notes must be filed in electronic and hard copy.

NEWSPAPERS/MAGAZINE ARTICLES

All work-related articles must be collected and kept on file in the office by the PR and Marketing Manager. All articles should be circulated among the project management team members.

Reporting

- Monthly Reports

MONTHLY REPORTS

Monthly reports are the responsibility of General Manager and provide required financial and technical information to the Board. Each month the Assistant General Manager must send a technical update to the General Manager. The Chief Accountant must send all relevant financial information to the General Manager.

Accounting/Financial Management

- Invoices
- Petty Cash
- Advances
- Deposits
- Bank Accounts
- Expenses
- Invoices

INVOICES

The Chief Accountant is responsible for paying all invoices. For all purchases, the employee incurring the cost must submit to the Chief Accountant a purchase order form and the original invoice. Within one week of submission, the Chief Accountant will review the charge and, if the charge is approved, will request that the Chief Accountant prepare the check. The check must be signed by the General Manager and sent to the vendor by the Chief Accountant. The Chief Accountant will then file the original invoice and receipts for inclusion in the expense files.

All voided checks must be clearly marked as void and recorded in order to assure that the serial numbers are consistent.

PETTY CASH

Petty cash is available for all purchases less than JD50. All purchases in excess of JD50 should be prepared by check. The Chief Accountant will manage the petty cash fund of JD500. An invoice must be submitted with every petty cash withdrawal. When the petty cash fund drops below JD250, the Chief Accountant collects all the invoices and attaches a summary of the date, description, and amount of each transaction before forwarding these materials to the General Manager, who must approve the invoices. Within one week, a check is cut and cashed by the Chief Accountant, who replaces the funds.

ADVANCES/EXPENSE REPORTS

Advances can be made to any employee or trainee who is engaging in a work-related assignment. The traveler or training assistant must submit a purchase order to the Chief Accountant with the traveler's name, destination, and reason for travel. In most cases, the traveler receives 50 percent of the per diem for the destination. All other work-related expenses will be reimbursed only after the traveler submits to the Chief Accountant the appropriate documentation, including the airline ticket, hotel bill, and receipts for all items over the JD 10. The expense report is prepared by the Chief Accountant and signed by the General Manager. Within three weeks, a check is issued to the traveler.

DEPOSITS

The Chief Accountant makes a limited number of deposits. Examples of deposits may include reimbursement from health insurance companies, pr for personal phone calls. The Chief Accountant makes all deposits into RMCJ bank account in a timely fashion.

BANK ACCOUNTS

The Royal Motorcycle Club of Jordan has one local bank in JD. The Chief Accountant is responsible for maintaining the checkbook and every month reconciling the checkbook with the bank statement. All transactions must be saved to the hard drive at least once a day and backed up on disk by the Chief Accountant at least twice a week. All transactions must also be regularly scanned onto two CDs kept in a safety deposit box.

Expenses

The Chief Accountant must enter transactions into the auditable accounting software (QuickBooks is recommended) on a daily basis. The Chief Accountant must assure that the balance is exact in order to predict cash needs. The backup for all transactions must be filed by month in the accounting files.

Procurement and Inventory

No procurement action should begin until thorough needs assessment of the present situation, the goals of the procurement, various options to obtain those goals, an in-depth evaluation of costs and benefits of each option are discussed, and a final recommendation is identified.

- **Developing Specifications**
- **Procurement Responsibilities**
- **Competition**
- **Inventory**

DEVELOPING SPECIFICATIONS

Written specifications are developed by the Assistant General Manager, and should take the entire procurement plan into consideration. The Assistant General Manager evaluates these specifications from a technical perspective and has the authority to alter the specifications with the approval of the General Manager. Once all the appropriate approvals have been received and the procurement has begun, changes to the final specifications will restart the entire procurement process and may delay the entire procurement.

PROCUREMENT RESPONSIBILITIES

The purchase of all items (exceeding JD500) must follow the below requirements.

COMPETITION

All transactions greater than JD500 must be competed (meaning that quotes and/or bids should be obtained from at least three vendors). Each bid is evaluated based upon objective written specifications developed by the Assistant General Manager or General Manager. All competition must be documented in the procurement files. A sample evaluation for goods and services is contained in Annex 7.

If the specifications are homogeneous, such that vendors would be able to supply the exact specifications, then simple price quotations will satisfy the competition requirement. Either a memo to the procurement files, or a written price quotation from the vendor may serve as documentation.

If the specifications are sufficiently complex, such that vendors might propose various solutions meeting or exceeding required the specifications, then a formal request for proposal should be utilized. The Request for Proposals is written by the Assistant General Manager and must be approved by the General Manager, and must incorporate all the approved final specifications.

The Royal Motorcycle Club of Jordan may only award the procurement to the bidder that provides the best value to the contract. Best value is not strictly defined as the lowest cost; however the criteria for evaluating the bids must be clearly and objectively defined in the Request for Proposals. Criteria may include cost, technical approach, responsiveness, warranty, service, track record, or any other reasonable measure to determine the best value. Percentages for the criteria are developed in conjunction with the Assistant General Manager and also clearly outlined in the Request for Proposals.

Each proposal is evaluated in accordance with those pre-defined criteria by at least two of the following people: the General Manager and the Assistant General Manager. When evaluating the bid, the total points awarded to each bidder and the criteria substantiating the award decision must be documented for the procurement files. The Chief Accountant contacts each participating vendor by a letter to notify them of their status.

Informal price checking from multiple sources for all procurements less than JD500 must be done whenever possible and reasonable to assure that the contract is receiving the best value.

INVENTORY

The Chief Accountant is responsible for receiving property and filling out a receiving and delivery document. They must also make a specific list of all items with their specifications, serial numbers, location, and values. These lists are inputted into inventory system. The General Manager is responsible for periodically checking invoices to assure that all items are tracked in the inventory system.

Types of Employees

Each employee is considered to be employed for the duration identified in his/her employment contract between The Royal Motorcycle Club of Jordan and the employee. A legal distinction is made between long-term and short-term employees, as well as professional and support staff so as to reflect The Royal Motorcycle Club of Jordan employee classifications. There are four main types of personnel:

- **Long-term Professionals**
- **Short-term Professionals**
- **Long-term Support Staff**
- **Temporary Support Staff**
- **Interns**

Long-term or short-term status shall not be taken to diminish the right of The Royal Motorcycle Club of Jordan to terminate any employee for any reason. No employee below 18 years old is to be hired, except for those participating, with the approval by the General Manager, in special programs, such as a student internship program.

Long-term Professionals

Long-term professionals have specific technical expertise and are hired to do a specific job to further organizational goals. All long-term employees not included below as "support staff" are considered to be professionals. Long-term professionals are usually hired for a period of at least 12 (twelve) months, but exceptions occur. Each long-term professional is hired on the basis of a legally binding employment contract, which spells out the terms and conditions, as well as the duration of his/her employment.

Long-term professionals are paid monthly and receive all benefits mandated by the Jordanian law for which they are eligible.

Short-term Professionals

Short-term professionals are employees with specific technical expertise, hired temporarily to complete a certain task or tasks to further goals. Short-term professionals are usually hired for a period of less than 12 (twelve) months based on a short-term contract that has attached a specific job description. Short-term professionals are considered daily employees, and thus receive no benefits beyond their daily rates and, if applicable, per diem. The specific terms and conditions that govern a short-term professional's employment are spelled out in the short-term consultancy contract between The Royal Motorcycle Club of Jordan and the employee. A sample can be found in Annex 14. Their personnel files are maintained in the Human Resource Manager's office.

Long-term Support Staff

Long-term support staff members are hired to provide administrative and other support services to teams and offices. This category consists of secretaries, drivers, clerks, interns, bookkeepers, administrative assistants, expeditors, receptionists, and messengers, or any combinations thereof, such as receptionist/secretary. Long-term support staff are most often hired for a period of at least 12 (twelve) months, but there are exceptions. They are hired on the basis of legally binding employment contracts that spell out the terms and conditions, as well as the exact duration of employment. They are paid monthly and receive all negotiated benefits for which they are eligible, and some overhead-paid benefits, such as training assistance. Basic personnel files are maintained in the office of the Human Resource Manager.

Temporary Support Staff

As is the case with long-term support staff members, temporary, support staff members are hired to provide administrative and other support services to teams and offices. Their job categories coincide with long-term support staff categorizations. Temporary support staff are usually hired for a period of less than 12 (twelve) months to assist the organization during periods of high activity when current long-term support staff are overloaded with work or on extended leave.

Each temporary support staff member is hired on the basis of a short-term consultancy contract that has attached the specific job description. He/she is paid a daily rate and receives no other benefits. The specific terms and conditions that govern his/her employment are spelled out in his/her consultancy contract.

Personnel

- **Long-term Employees**
 - Recruitment
 - Employment Contract
 - Insurance
 - Performance Evaluations
 - Payroll
 - Expense Reports
- **Short-term Employees**
 - Recruitment
 - Consultancy Contract
 - Receiving Short-term Employees
 - Deliverables
 - Performance Evaluations
 - Payroll
 - Expense Reports

LONG-TERM EMPLOYEES

Recruitment

The General Manager should meet and interview the top candidates for the long-term positions. Before beginning recruitment, the General Manager must write the job description. Upon receiving resumes, the Human Resource Manager will review and select the top candidates for interviews. The Human resource Manager may also review and consider resumes received in previous recruits. It is the responsibility of the Human Resource Manager to contact the candidates and invite them for an interview. During the first interview, each candidate will meet with the Human Resource Manager. The results of the interview will be filed with each candidate's resume in a recruitment file. Following this interview, a select group of candidates will be invited back for another interview. In this second round, the candidate will meet with a group of senior employees, which will include the General Manager and Assistant General Manager. All interviewers may make recommendations, however, the final decision on hiring rests with the General Manager. Before the recruitment process is complete, the Human resource Manager must contact at least three references provided by the candidate. A template of potential questions is included in Annex 8 within the reference check form. The reference check forms must be filed in the candidate's recruitment file if not he/she is hired, and in the employee's personnel file if he/she is hired.

Performance Evaluations

Every long-term employee's performance must be evaluated annually. Evaluations will be conducted in January of every year and will serve as the basis for both employment contract renewals and salary increases. It is the responsibility of the Human Resource Manager (or employee's supervisor) to provide the employee with the evaluation form and instructions. After completing the self-evaluation, the employee returns the sheet to his/her direct supervisor. The supervisor must then objectively and fairly complete his/her portion of the evaluation. Once completed, the performance evaluation must be returned to the General Manager who will also add their comments. It is the direct supervisor's responsibility to review the evaluation with the employee. A copy of the evaluation is kept in the employee's personnel file in the office of the Human Resource Manager. The General Manager is evaluated by the Board of Directors. A sample evaluation form can be found in Annex 9.

Payroll

All long-term professionals are paid by check issued by the Chief Accountant on the last week of the month. The employee must update his/her timesheets on a daily basis. At the end of the pay period, each employee submits his/her timesheet to the program assistant. All timesheets must be signed by the employee, his direct supervisor and by the General Manager. Once approved, the timesheets for all The Royal Motorcycle Club of Jordan employees are sent to

the Chief Accountant, who will cut the checks. The original timesheet is kept in the personnel files, and a copy is filed in the accounting files.

Expense Reports

Each employee completes his or her own expense reports. The expense report is processed and a check issued by the Chief Accountant within two weeks after receiving the General Manager's approval.

SHORT-TERM EMPLOYEES

Recruitment

Short-term employee recruitment is handled by the General Manager and Assistant General Manager. The General Manager must develop the technical portion of the scope of work system before recruitment can begin.

The General Manager is responsible for the recruitment of candidates. If no particular employees have been identified, all possible resources should be exhausted before the administrative assistant places an advertisement in the local English and Arabic newspapers. The General Manager is responsible for reviewing all relevant resumes received and selecting the employee for the assignment. Before hiring any candidate, the training and recruitment coordinator must check at least three of the candidate's references, preferably from the candidate's supervisors or direct colleagues. The final decision on hiring rests with the General Manager.

Receiving Short-term Employees

All short-term employees are responsible for their own transportation to/from his/her place of work. On the first day of the assignment, it is the responsibility of the Human Resource Manager to introduce the employee to the entire office staff. The Human Resource Manager must develop a schedule for the employee prior to their arrival.

Deliverables

All final deliverables are the responsibility of the Assistant General Manager. The deliverable format and technical aspects should be clearly defined in the scope of work.

Payroll

All short-term professional employees are paid by check issued by the Chief Accountant on the last workday of the month. The procedures for entering and processing payroll for support staff are identical to those for all positions.

Expense Reports

All short-term employee expense reports are to be processed and a reimbursed check issued by the Chief Accountant within one week of General Manager approval.

Employment Policies

This section addresses the policies and procedures concerned with the hiring and termination of employees. Policies and procedures for employee rights and obligations between the moment of hiring and termination are covered under section, Personnel Administration. This section is divided into:

Recruitment and Selection

- Identifying Staffing Requirements
- Job Description
- Recruiting Sources
- Newspaper Advertising
- The Royal Motorcycle Club of Jordan Employee Referrals
- Employment of Relatives
- Referrals by Clients or Government Agencies
- Selection
- Selection Criteria
- Selection Committees
- Applications, Skills Testing, and Interviews
- Reference Checks

Recruitment and Selection

This process involves looking for and choosing the individual most qualified to fill the position or perform the task at hand. The Royal Motorcycle Club of Jordan's policy is to hire staff at the highest possible level of competence. This policy is implemented by devoting as much time and effort as possible to the process, recognizing that competing demands for time and effort are inevitable and will sometimes prevent us from achieving the optimum. As a result, The Royal Motorcycle Club of Jordan has developed guidelines to assist those in charge of recruitment and selection.

Identifying Staffing Requirements

Clearly, the first step in any recruitment effort is to identify the need to have a job done. Professional staffing requirements are refined in the annual work plan. In such cases, identifying the need and obtaining approval for the professional position is a routine matter of timing and developing the appropriate job description. The General Manager then gives the approval for recruiting to begin.

If it becomes clear through implementation that a specific job needs to be done that was not anticipated in the budget, or work plan, the position is created through extensive consultations with and the advance approval of the board. The situation is then corrected during the next contract amendment negotiations.

Job Description

A job description is a detailed description of the required job and a useful tool for the individual doing the recruiting. A precise job description allows the recruiter to know what he/she is looking for and the actual or prospective employee to know what is expected of him/her. The Royal Motorcycle Club of Jordan's policy is that a job description should be developed prior to the commencement of any recruitment effort, and that the individual selected should fit as closely as possible the requirements of the job description.

Developing job descriptions is the responsibility of the individual who has identified the need and will be supervising the position. The General Manager must review and approve all job descriptions for professional positions in order to ensure that they fit into and support the overall technical programming of the organization. Each job description should list position title, grade, salary range, and the anticipated duration of the assignment. This should be followed by a brief description of the position, a detailed listing of the responsibilities, required outputs and preferred qualifications for the job (see [Annex 11](#)). Upon hiring, the employee's job description becomes an attachment to his/her employment contract. The scope work is the basis for all performance evaluations. Any revisions to an employee's job description should likewise be attached to the employee's employment contract.

Recruitment Sources

The Royal Motorcycle Club of Jordan's policy is to use as many resources as possible in order to attract the most qualified individuals. The Royal Motorcycle Club of Jordan relies on four major recruitment sources.

Newspaper Advertising

The Royal Motorcycle Club of Jordan's policy is to promote the fairest possible competition by advertising a position opening as broadly as possible. It may not always be timely or practical to advertise short-term professional or temporary support staff assignments, but every effort will be made to do so when possible. The advertisement must include the position title, a summary of position responsibilities, and required qualifications. It must also include an address to which resumes and introductory letters may be sent by interested applicants. All newspaper advertisements must have prior approval by the General Manager.

The Royal Motorcycle Club of Jordan Employee Referrals

As stated earlier, The Royal Motorcycle Club of Jordan's policy is to hire the person with the highest qualifications and who is most suited to the position opening. The Royal Motorcycle Club of Jordan values the opinions of its employees and gives serious consideration to their recommendations during the recruitment and selection process. The The Royal Motorcycle Club of Jordan employee referral in question, however, shall be hired only in either of two cases: (1) If he/she proves to have superior qualifications to all other applicants and proves to be the closest fit to what is needed for the best performance of the position's responsibilities; or (2) all other applicant qualifications being equal, and there being no other equally well-qualified referrals, a valued employee's personal recommendation shall be given considerable weight as a factor in hiring.

Employment of Relatives

The Royal Motorcycle Club of Jordan policy is not to hire anyone who is a close relative, defined as a spouse, parent sibling, child, cousin, or in-law of a current employee. This policy applies unless the General Manager determines that an exception to this policy is in the best interest of the organization. In this case, the General Manager must obtain prior written Board approval by submitting a letter explaining why an exception to the policy is warranted.

If an employee's relative is hired, or in case two The Royal Motorcycle Club of Jordan employees become related through marriage after employment, every effort shall be made to assign them to different areas when possible. In all cases the interests of the organization shall prevail, as determined by the General Manager and approved by the Board of Directors.

Referrals by Clients or Government Agencies

On occasion, clients or government agencies will recommend certain individuals with whom it has worked or whom it knows and trusts for a specific position opening, whether professional or support. Recognizing clients or government agencies fundamental concern for and interest in the success of The Royal Motorcycle Club of Jordan gives very serious consideration to such recommendations during the selection process. It is The Royal Motorcycle Club of Jordan's policy, however, to open all positions for competition and to treat such individuals like all other applicants for a given position. In cases where all other applicant qualifications are equal, referrals by the client shall be given priority over all other applicants, including unknown applicants, other The Royal Motorcycle Club of Jordan employees, or employee referrals. Should another applicant be selected over the referral of the client, the General Manager shall carefully and comprehensively discuss the issue with the client prior to hiring the individual in question.

Selection

Selection is the process by which the number of applicants is narrowed down and employees are chosen as a result of the recruitment process. The Royal Motorcycle Club of Jordan's policy is to narrow the choice down to three candidates, and then submit the most favored candidate for approval. The selection process consists of four phases:

Selection Criteria

Selection criteria are basically the ideal qualifications that a candidate for a given position should possess. They are the preferred mix of skills, experience, and personality traits that the recruiter believes would allow the individual to do the best job possible. Selection criteria are usually developed for the position, are included in the job description, and are approved by the General Manager. They then become the basis for judging [applications](#), conducting interviews, and [checking references](#).

Selection Committees

The Royal Motorcycle Club of Jordan's policy is that more than a single individual should be involved in the selection of candidates. The individual responsible for conducting a given recruitment shall review all applications and conduct all initial interviews with the Human Resource Manager in order to narrow the choice down to a few candidates. At this point, at least the General Manager and Assistant General Manager should be brought into the selection process. This should ensure that the need to fill a position does not unduly bias the recruiter.

Applications, Skills Testing, and Interviews

Applications, skills testing, and interviews are the tools for narrowing down the choice to the three most likely candidates. Once the recruiter has reviewed all resumes and introductory letters received, he/she narrows the choice down to an unspecified number of the most appropriate applicants. The recruiter then calls these applicants and invites each of them to come to the office at a mutually convenient and agreed upon time for an initial interview and, if the candidate is applying for an administrative position, possibly to fill out a written application and take certain tests. The purpose of an application is to provide all the pertinent objective data about an individual's educational and work history which The Royal Motorcycle Club of Jordan needs and which may not be adequately covered in the resume. A standard The Royal Motorcycle Club of Jordan job application form is attached in [Annex 12](#).

The interview fills in the gaps with subjective impressions of the applicant's character and allows the recruiter to gauge the applicant's knowledge of his/her field. It is also a two-way exchange of information, as the recruiter describes The Royal Motorcycle Club of Jordan, and the job.

If the job requires tangible and demonstrable skills such as word processing, editing, or translating, the recruiter will set up a test designed to determine the level of skill. Based on the results of the above, the applicant may be invited for a second interview with individuals other than the recruiter.

All interviews should be documented in writing and signed by the interviewer(s).

Reference Checks

Reference checks are an attempt to verify the information given by a candidate about him/herself and to gain further insight into the candidate's abilities, character, and work habits from outsiders who are familiar with the candidate. References are usually obtained from the candidate along with permission to contact them. Some references may be personal; however, at least two should be by a previous employer and/or teacher who has experience with the candidate's initiative, motivation, and work habits. The Royal Motorcycle Club of Jordan's policy is that at least three references must be checked for each serious candidate for a job. The organization will make every effort to have at least two of these references checked by someone other than the recruiter, in order to ensure that pressure to fill the position does not unduly bias negative information received. The The Royal Motorcycle Club of Jordan reference check form, attached in [Annex 8](#), must be used.

Standard Employment Procedures

- Employment Contract
- Employment Contract Extension
- Documents Required on File

Probation

Termination of Employment

- Types of Termination
- Voluntary Termination
- Completion of Assignment
- Termination Due to Unforeseen Circumstances
- Involuntary Termination for Cause
- Summary Dismissal Without Notice Pay
- Termination Procedures

Standard Employment Procedures

Standard employment procedures are steps that must be taken after the recruitment, selection, and approval of a candidate in order for him/her to become an employee of the club.

Employment Contract

The employment contract spells out the terms and conditions of employment and is designed for the protection of both employer and employee. The Royal Motorcycle Club of Jordan's policy is that employment contracts are prepared for all personnel.

A long-term employment contract is provided (or used) for any employee, whether classified as long-term professional or long-term support staff, whose term of employment with The Royal Motorcycle Club of Jordan is expected to last for 12 (twelve) months or more. A Jordanian lawyer has carefully reviewed the standard long-term employment contract issued to Jordanian nationals. The contract for Jordanian nationals is in English and in Arabic, in compliance with Article (15) of the Jordanian Labor Law, No. 8 for the Year 1996 and its amendments dated July 15th, 2010. A copy of a sample long-term employment contract is attached in Annex 13.

The employer and the employee shall sign two original copies of the employment contract. On each copy, the employee signs on the last page and initials each page as proof of acceptance of all its articles. The General Manager signs all employment contracts. Copies of the contract are to be distributed as follows: the employee receives one original copy and the other original copy remains in the individual's personnel file.

Employment Contract Extension

The requirements or the nature of the work may sometimes dictate that The Royal Motorcycle Club of Jordan extend an employee's term of employment. In such cases, notification shall be both verbal and in writing, no later than one month prior to the original date of termination. Employment contracts for long-term and short-term professionals and long-term and short-term support staff shall be extended through a letter written and signed by the General Manager and addressed to the employee, who shall also sign it as proof of concurrence. This letter shall contain the new date of termination and shall constitute a legal amendment to the original employment contract. If the extension also involves a change in assignment, the change in assignment must be identified in the letter and the new job description must be attached.

Documents Required on File

Personnel files should present a comprehensive picture of the employee's educational and work history. The Royal Motorcycle Club of Jordan maintains personnel files on all categories of its employees. Short-term professional and temporary support staff personnel files contain only those documents generated in connection with their employment with The Royal Motorcycle Club of Jordan. Each long-term professional and support staff personnel file shall contain the following:

- CV
- Job Description

All other documents generated in connection with the employee's employment with The Royal Motorcycle Club of Jordan, such as employment contracts, performance evaluations, insurance policies, leave request forms, etc.

Probation

Probation is a specified period of time at the beginning of employment during which the employer and employee test each other and either party may terminate employment for any reason whatsoever. Because performance standards at The Royal Motorcycle Club of Jordan are very high, The Royal Motorcycle Club of Jordan's policy is that all employees are hired on probation. The three-month probation period is to occur only once during the period of an individual's employment with The Royal Motorcycle Club of Jordan. At any time during the first month of the three-month probation period, either the Club or the employee shall be entitled to terminate employment and the employee's employment contract with 24 hours' notice and without any indemnity or compensation other than wages earned through the date of termination. After the first month of the probation period, The Royal Motorcycle Club of Jordan or the employee shall be entitled to terminate employment with five days' notice and without any indemnity or compensation other than wages earned through the date of termination. The probation period is specified in the employment contract and neither The Royal Motorcycle Club of Jordan nor the employee may bring action against the other for termination during this period, except to request a disciplinary hearing.

If the employee's performance is determined to be inadequate, near the conclusion of three months the supervisor shall prepare a written performance evaluation and meet with the employee in question to discuss the adequacy of the employee's performance and whether or not employment should continue. If the supervisor determines that the employee is not performing adequately but believes the problems can be corrected, and if the employee is willing to do so, a program can be agreed upon. The supervisor shall update the performance evaluation at the conclusion

of the probationary period and recommend to the General Manager either continued employment (including an extension of the probationary period) or termination of the employee. The General Manager shall consult with the Board of Directors prior to any termination.

If termination during the probation period is voluntary or by mutual consent, the employee shall submit a letter of resignation, and shall be entitled to receive all documents deposited with The Royal Motorcycle Club of Jordan immediately. The same applies to involuntary termination, except that the performance evaluation shall replace the letter of resignation.

Termination of Employment

Termination of employment is the final, permanent, and irrevocable severance of the employment relationship between employer and employee, which may occur for a variety of reasons and may be initiated by either employer or employee. Different types of termination of employment require different policies, although the procedures tend to be routine and more or less similar, except for a few added procedures in cases of involuntary termination for cause, as discussed below. This section is divided into two sections:

Types of Termination

Employment with The Royal Motorcycle Club of Jordan can be terminated for three different reasons:

Voluntary Termination

Voluntary termination is the decision by an employee to sever his/her employment relationship with The Royal Motorcycle Club of Jordan by resigning prior to the conclusion of the term of employment specified in his/her employment contract. The employee must give one calendar month's written notice. Voluntary terminations may occur for any number of reasons including changes in personal circumstances, dissatisfaction with the work, or a better opportunity elsewhere, including a degree of job security that The Royal Motorcycle Club of Jordan cannot offer. The Royal Motorcycle Club of Jordan's policy is to discourage terminations as much as possible by trying to make the work and the employment relationship as satisfying and rewarding as possible, and by trying to resolve problems as quickly as possible. However, The Royal Motorcycle Club of Jordan will not alter its policies to retain employees, such as matching salary offers from other firms.

In the event that an employee does resign, the General Manager or his/her designee shall meet with the departing employee in order to determine the cause of resignation. Depending on the cause, the General Manager shall then determine whether or not any further action is necessary, such as further improvements to the work environment.

Termination Due to Unforeseen Circumstances

This is involuntary termination resulting from unforeseen causes beyond either The Royal Motorcycle Club of Jordan's or the employee's control. Unforeseen circumstances arise for a wide variety of reasons, including:

- A reorganization of the content that would affect the employee's suitability for the new position descriptions.
- Operational closedown due to political or economic conditions.

In the case of early close-down, The Royal Motorcycle Club of Jordan's policy is to give its employees 60 days' notice when circumstances permit, but a minimum 30 days' notice is given, as required by Jordanian labor law. Also, The Royal Motorcycle Club of Jordan shall make a reasonable effort to help affected employees find employment with similar organizations in Jordan.

Involuntary Termination for Cause

This is termination initiated by the employer for a variety of reasons including failure to perform, a significant drop in the quality of performance, dereliction of duties, excessive unapproved absence, willful misuse of office property, gross misconduct, use of alcohol or other controlled substances on the job, unapproved moonlighting, or otherwise damaging the interests of the club. The Royal Motorcycle Club of Jordan's policy is not to take such terminations lightly and to document the whole process through performance evaluations and disciplinary action.

As soon as the General Manager believes that there is a problem that may eventually warrant termination for cause, he/she shall immediately prepare a performance evaluation, whether or not it is the time for annual performance evaluations. The supervisor shall then show the employee in question a copy of the performance evaluation and meet with the employee to discuss the problem. The employee shall be given the opportunity to respond in writing and to appeal. If the employee recognizes the problem and is willing, every reasonable effort shall be made to work with the employee to resolve the problem and/or to improve performance. In all cases, a second follow-up written performance evaluation shall be done within one month of the first performance evaluation. The employee shall again be apprised of the results and given the opportunity to respond in writing

and to appeal. If the results of the second evaluation are still negative, a third written evaluation shall be done within a period of two weeks to one month, depending on whether or not the supervisor feels that additional time will make a difference to the outcome. A negative written evaluation shall constitute a written warning.

After the above-mentioned process, if the evaluation is still negative, the employee shall be given the opportunity to resign. Negative references will only be given orally and in response to specific requests. If, however, the employee does not agree to resign, the General Manager will obtain the written approval of the Board to begin termination procedures against the employee.

Summary Dismissal without Notice Pay

Certain offenses, including those listed below, are so serious that they may warrant summary dismissal, i.e., dismissal without notice pay.

An employee thought to be guilty of such an offense will be suspended on full pay, pending the outcome of the hearing. The hearing must be referred to and heard by the General Manager. The inquiry must take place within five days of the offense being committed, unless delayed by an investigation, in which case this must be noted in writing and placed on file.

If the employee is found guilty, such summary dismissal shall be decided upon and/or approved by the General Manager.

The following acts and any other instance of gross misconduct or negligence of duty may make an employee eligible for summary dismissal:

Impersonating or using the identity of others, or submitting forged documentation or certificates that served as a basis for the employee's employment or other personal gain.

Refusal to carry out a lawful or reasonable instruction of a supervisor, or inciting other employees to do so, when it falls within the terms and conditions of employment or in an emergency.

Absence without legitimate reason more than 20 intermittent days during a 12-month period or more than 10 consecutive days, provided that the discharge is preceded by a written warning mailed by registered post to the employee's address and published once in one of the local newspapers.

- Conviction of a felony or misdemeanor involving dishonesty or fraud.
- Theft, unauthorized possession, removal, or transfer of club property and/or another employee's property from club premises.
- Violent behavior that could result in grievous bodily harm to another employee or which threatens the safety of human life or club property.
- Carrying illegal firearms or other dangerous weapons on club premises.
- Willful damage to club and/or private property within club premises.
- Deliberate misuse or abuse of timesheets and/or expense reports.
- Giving or accepting bribes.

Termination Procedures

Termination procedures are the administrative steps required to finalize and formalize the end of the employment relationship. These procedures are routine and are handled by the General Manager or his/her designee, in consultation with the Board of Directors and local legal advisors. Except as provided for above under the individual termination type entries, all terminations, regardless of the type or reason, require the following:

Long-term professionals, long-term support staff, short-term professionals, and temporary short-term support staff are expected to submit a written letter of resignation releasing The Royal Motorcycle Club of Jordan from any further obligations to them, at least one month prior to the anticipated date of departure.

The Royal Motorcycle Club of Jordan shall provide the employee with a certificate of service, which shall include the employee's name, position, salary, and start and end dates of service with The Royal Motorcycle Club of Jordan, as well as a fair and balanced assessment of the employee's performance and the reason for termination. The Royal Motorcycle Club of Jordan shall in like manner respond to any specific requests for references. The departing employee shall immediately relinquish all office property, including equipment, documents, and files in his/her possession to his/her supervisor.

The departing employee shall clear his/her personal accounts. A bank check for the final salary and all other compensation due to the employee shall be released immediately or within seven days, depending on the type of termination.

Any and all original documents retained by The Royal Motorcycle Club of Jordan for the duration of employment shall be returned to the employee immediately.

Personnel Administration

This section addresses the policies and procedures that affect employees during the term of their employment within The Royal Motorcycle Club of Jordan. It deals mostly with their rights and the benefits that they may or may not receive from the club.

- **Work Hours**
 - Organizing the Work
 - Overtime Policy Statement
 - Overtime Payment Rates
 - Overtime Payment
 - Compensatory Leave
 - Timesheets
- **Salary Administration Program**
 - Long-term Professionals and Support Staff
 - Short-term Professionals and Temporary Support Staff
 - Method and Currency of Payment
 - Salary Receipt/Payroll Form
 - Payroll Deductions
 - Salary Advances
 - Final Salary Payment
 - Salary Increases for Long-term Professionals and Support Staff
 - Annual Merit Increases
 - Amount and Funding of Annual Merit Salary Increases
 - Performance Evaluations
 - Timing and Approval
 - Rate Increases for Short-term Professional and Temporary Support Staff

Employee Benefits

- Insurance
- Health Insurance for Long-term Employees
- Annual Bonus
- Holidays
- Leave Policy
- General Issues
 - Holidays Occurring During Other Types of Leave
 - Combining Different Types of Leave
- Annual Leave
 - Amount and Rate of Accrual
 - Scheduling and Approval
 - Unused Annual Leave
- Sick Leave
 - Amount and Rate of Accrual
 - Notification
 - Medical Report Requirement
 - Unused Sick Leave
- Maternity and Paternity Leave
 - Paid Maternity Leave
 - Unpaid Maternity Leave
 - Paid Paternity Leave
- Bereavement Leave
- Leave Without Pay
 - Approved Leave Without Pay
 - Unapproved Leave Without Pay
- Death Benefits
- Training Assistance
- Training in Skills Required for the Job

- Training for Professional Advancement and/or Reclassification
- Training for Job-related Personal Enrichment
 - Professional Conferences, Seminars, and Workshops
- Training Outside of Jordan
- Club Functions and Entertainment

Organizing the Work

This section describes The Royal Motorcycle Club of Jordan's policies and procedures regulating employee job attendance. It is divided into five subsections:

Work Hours for Administrative Staff

Work hours are the timing and number of hours per day and days per week when offices are officially open for business and all employees are expected to work on their assigned duties. Employees must work a total of eight hours per day, not including lunch. The office is open Sunday through Thursday from 9:00 to 14:00 and from 15:00 till 18:00.

Work Hours for Training Center

Work hours are the timing and number of hours per day and days per week when offices are officially open for business and all employees are expected to work on their assigned duties. Employees must work a total of eight hours per day, not including lunch. The office is open Sunday till Monday and Wednesday through Saturday with Tuesday off, opening hours are from 9:00 to 14:00 and from 15:00 till 18:00.

Overtime Policy Statement

The Royal Motorcycle Club of Jordan's policy is to not expect, require, or encourage any of its employees to work overtime. However, under certain circumstances during times of heavy activity, the staff may need to remain after normal work hours or come in on weekends to complete an assignment, such as during annual work plan preparations. Only support staff personnel are eligible for overtime compensation. Long-term and short-term professional employees are not eligible for overtime pay, although they may need to work beyond the regular 40-hour work week to successfully complete their job descriptions.

In situations of overtime, The Royal Motorcycle Club of Jordan's policy is to pay for overtime in accordance with the rates described below.

Overtime Payment Rates

The Royal Motorcycle Club of Jordan's policy is to pay support staff members for approved overtime according to the following formulas:

- 125 percent of hourly basic salary for overtime on a regular workday Sunday through Thursday for Administrative staff and Sunday till Monday and Wednesday through Saturday for Training Center staff.
- 150 percent of hourly basic salary for overtime on Friday, Saturday for Administrative staff and Tuesday for Training Center staff, and the official and religious holidays that are listed on the prevailing holiday schedule.

Overtime Payment

To implement the above overtime policies, the employee shall be responsible for recording overtime hours on his/her timesheet and getting the necessary approval signatures before the Chief Accountant will process payment.

Compensatory Leave

The Royal Motorcycle Club of Jordan does not grant compensatory leave to any team member, whether long-term or short-term, professional or support staff.

Timesheets

Timesheets are documents used for accounting purposes and which employees fill out the number of hours worked per day on a monthly basis as well as the type and location of work done. The Royal Motorcycle Club of Jordan's policy is to require all of its employees to fill out timesheets, which are the only recognized and accepted documents accounting for employees' time (a sample timesheet is in Annex 15).

The assistant shall be responsible for distributing and collecting all timesheets. Employees shall submit their timesheets by 2:00 p.m. on the last working day of each month. After the General Manager reviews and initials all of the timesheets, they shall be forwarded to the Chief Accountant to process the payroll, as well as placed in the designated file.

Salary Administration Program

This section describes The Royal Motorcycle Club of Jordan's policies and procedures regarding employees' base salaries, excluding additions such as overtime and bonuses.

Salary Policies

This is the process by which The Royal Motorcycle Club of Jordan arrives at the salary that it will offer to any given applicant for a position and the range of salaries within which it will negotiate in order to retain the services of any given individual. The Royal Motorcycle Club of Jordan's policy is to set its salaries at the high end of the market to retain the services of the highest qualified individuals. The Royal Motorcycle Club of Jordan sets its initial salaries in accordance with the following policies and procedures:

Salary History

There are two grades of support staff positions and two grades of professional staff positions. Each grade has a range of salaries. To determine an individual's location within the appropriate grade, the employee's salary history is used. While The Royal Motorcycle Club of Jordan's policy is to follow the steps outlined below, ultimate salary approval rests with the General Manager in compliance with the terms and conditions of the Board of Directors.

First, base salary is determined by examining the range against the salary history for long-term positions covering the last three years. Second, any consulting income or other active income from professional activities is calculated over the last three years, and the most recent or average figure is added to the base salary. Third, on this constructed base, a five- to ten-percent raise (within the range) is given based on several factors including the individual's experience, education, special qualifications, job responsibilities, and relation to other salaries on the same team.

Salary Ceilings

The Royal Motorcycle Club of Jordan has a cap on all salaries for individuals in its employ. The maximum salary is usually determined by market conditions. It is not The Royal Motorcycle Club of Jordan's policy to retain the services of persons who refuse to accept the ceiling by seeking board approval to exceed the ceiling, except in highly exceptional circumstances.

If the General Manager determines that retaining the services of such an individual is in the best interests of the organization and is absolutely necessary, the General Manager should consult with the Board prior to making any promises to the candidate. If the General Manager presents a sufficiently strong case, he/she shall be given authorization to pursue approval from the board on the salary maximum in consultation with the concerned officers.

Long-term Professionals and Long-term Support Staff

Long-term professionals or support staff members are paid on a monthly basis during work hours on the last week of the month.

Short-term Professionals and Temporary Support Staff

Short-term professionals and temporary support staff may be paid at the successful conclusion of their assignment with The Royal Motorcycle Club of Jordan to be paid in installments every month on the last workday of the month. Short-term professionals and temporary support staff shall be paid only if they submit to the Chief Accountant a timesheet that has been approved by the General Manager.

Method and Currency of Payment

All categories of employees shall be paid in Jordanian Dinars. There are no exceptions. Employees shall be paid by bank check with a local bank, and shall sign a Salary Receipt form.

Salary Receipt/Payroll Form

The Salary Receipt form also serves as the required payroll form. It must fully describe the details of an employee's salary, including gross income, overtime payments when and if applicable, all deductions, additions to base salary, and net earnings. The Royal Motorcycle Club of Jordan's policy is that payroll forms must be prepared for all categories of employees prior to salary or bonus payment. It is the responsibility of the General Manager, or his/her designee, to ensure that all such payroll forms are accurate and fully completed in accordance with the requirements of relevant Jordanian laws. It is also the responsibility of each individual supervisor to ensure that the payroll preparer has all pertinent data in time for payroll preparation.

Payroll Deductions

These are amounts automatically deducted from an employee's salary without prior approval in writing by the employee, and in compliance with laws. It is the responsibility of each individual employee to comply with Jordanian laws regarding income taxes and social security, as well as any other legal requirements.

Salary Advances

The Royal Motorcycle Club of Jordan does not make salary advances to any of its employees, without exception.

Final Salary Payment

The final salary for any category of employee terminated by The Royal Motorcycle Club of Jordan for whatever reason, whether end of assignment, or for cause, shall be paid immediately upon the employee's termination. The only exception to this final salary payment schedule is in case the employee has failed to pay outstanding debts. In this case, The Royal Motorcycle Club of Jordan may withhold the amount of debts.

The final salary shall consist of all as yet unpaid amounts due to the employee, less all deductions, loans, or other amounts due to The Royal Motorcycle Club of Jordan. Unpaid amounts due to the employee shall include regular monthly salary, unused accrued annual leave, as well as all other unreimbursed amounts, including expense reports. Deductions shall be defined as per the provisions of below as well as unpaid amounts due to The Royal Motorcycle Club of Jordan for use of equipment or long-distance telephone charges. Deductions shall also include all as yet unreimbursed loans and/or advances made by The Royal Motorcycle Club of Jordan to the employee or other deductions as authorized in writing by the employee.

The Chief Accountant shall prepare all final salary payments upon notification by the General Manager or his designee of an employee's impending termination.

Salary Increases for Long-term Professionals and Long-term Support Staff

The Royal Motorcycle Club of Jordan's policy is to consider giving its long-term professionals and support staff two kinds of periodic salary increases, in accordance with the terms and conditions described below:

Annual Merit Increases

Annual merit increases are yearly salary increases designed to recognize and reward achievement and contributions to the goals. The Royal Motorcycle Club of Jordan's policy is to reward good performance by giving deserving long-term employees annual merit increases on the anniversary of their date of hire and annual merit bonuses at the end of December in accordance with the following principles:

Amount and Funding of Annual Merit Salary Increases

The Royal Motorcycle Club of Jordan has an annual merit salary increase budget, for all combined salaries, merit increases, and cost of living adjustments. The annual merit salary increase budget is a percentage of the total of the salaries of all long-term professionals and support staff that are on the payroll. Within that budget, the General Manager has the flexibility to determine the percentage and amount of individual salary increases, provided that the employee's salary remains within the salary range of his/her position within The Royal Motorcycle Club of Jordan salary classification matrix, which is on file with the General Manager and the Human Resource Manager. In accordance with The Royal Motorcycle Club of Jordan's policy, the General Manager shall rely on written and oral evaluations of employee performance in allocating salary increases.

Performance Evaluations

Each supervisor is responsible for ensuring each person they supervise has a written performance evaluation at the time specified by the General Manager, usually coinciding with the anniversary of the employee's date of hire. After the employee prepares the employee section of the evaluation, the supervisor shall prepare his/her written

evaluation of the performance of all long-term employees under his/her supervision. The evaluator should use the form in Annex 9 or an adapted version. Performance evaluations shall be based on the employee's job description and shall list accomplishments and achievements during the review period as well as failures and reasons for them. The supervisor shall also attempt to determine the quality of the employee's performance, using the criteria and rating system included in the performance evaluation form. The employee shall be given a copy of the evaluation for review, and the supervisor and employee shall meet to discuss the evaluation prior to its finalization. The employee may at this time comment and/or respond both verbally and in writing. The employee must sign the finalized performance evaluation and if still dissatisfied, the employee may follow the grievance and appeal process.

Timing and Approval

All long-term employees' salary increases follow the approved compensation policy. The Royal Motorcycle Club of Jordan's policy is to implement annual salary merit increases for each staff member on the anniversary of his/her date of hire, and to disburse annual merit bonuses at the end of December.

Rate Increases for Short-term Professionals and Temporary Support Staff

Short-term professionals and temporary support staff are expected to complete the term of their employment at the same rate agreed upon in their consultancy contract with The Royal Motorcycle Club of Jordan. Within a single assignment, they do not receive an increase. Short-term professionals and temporary support staff may increase their rates in the following instance if they return for another assignment with The Royal Motorcycle Club of Jordan and if the short-term employee has had a consistent increased daily rate for over one year.

Employee Benefits

Employee benefits consist of forms of compensation and privileges that are over and above monthly monetary compensation for actual work done, and which a club offers to its long-term employees. The Royal Motorcycle Club of Jordan's general policy is to abide by local laws, and it offers its employees some benefits that exceed the minimum requirements of Jordanian law. Employees accrue and may avail themselves of all benefits as of the day they are hired, subject to the conditions discussed under each item below. The Royal Motorcycle Club of Jordan benefits fall into eight major categories with some subdivisions:

Insurance

Insurance coverage involves a system whereby a certain amount of money is paid periodically to an agency or club organized for that purpose to provide coverage and agreed-upon monetary outlays to an individual in the event of an emergency, death, or illness. The Royal Motorcycle Club of Jordan provides its long-term employees with insurance covering workers' compensation (job-related sickness and accident insurance) in Jordan. Job-related sickness and accident insurance is covered by a corporate insurance policy obtained from a private sector insurance firm.

However, The Royal Motorcycle Club of Jordan offers its long-term employees additional types of insurance coverage, also under private insurance policies, including the following types:

Health Insurance for Long-term Employees

Health insurance is designed to cover the costs of normal and/or serious health problems. An insurance policy shall be taken out by The Royal Motorcycle Club of Jordan in the name of each full-time employee and his/her immediate family, i.e., dependent spouse and each dependent child below the age of 25 years old. The health insurance coverage is to meet hospitalization, surgical, and other related expenses. Medical insurance details can be obtained from the Chief Accountant.

Annual Bonus

The Royal Motorcycle Club of Jordan gives an annual bonus to eligible long-term employees, warranted by the General Manager proposal to the board and the boards' decision. An eligible employee is defined as an employee meeting all of the following criteria:

- Has signed an employment contract with The Royal Motorcycle Club of Jordan for a long-term assignment;
- Is employed at the time the annual bonuses are disbursed;
- Is not in a period of probation or termination notification at the time the bonuses are disbursed; and
- Is a local-hire Jordanian.

The annual bonus shall be paid independently of salary, unless the timing for both the annual bonus and salary should coincide.

The level of each employee's annual bonus will be decided by the General Manager and Assistant General Manager, and should reflect the Employees "Performance Evaluation" (as defined in annex 9). In addition, bonuses should reflect the employee's success at achieving the following:

- In achieving the targets set for each employee in their annual performance evaluations
- Furthering the goals of The Royal Motorcycle Club of Jordan
- In delivering quality work and driving high client satisfaction
- Contribution to the Royal Motorcycle Club of Jordan team

Holidays

These are generally official days of leave designed to commemorate national and religious occasions of significance to a society. The Royal Motorcycle Club of Jordan policy is to generally follow the Jordanian government holiday schedule, which includes most official Jordanian holidays. The list of holidays will be issued periodically by the Human Resource Manager in an administrative memorandum and kept in electronic filing system as well as with the administrative assistant.

Leave Policy

The Royal Motorcycle Club of Jordan provides its long-term employees with a fair and reasonable leave package. At the same time, The Royal Motorcycle Club of Jordan recognizes that fulfillment of goals is highly dependent on employees' daily work and that leave inevitably reduces the time available for this work. The Royal Motorcycle Club of Jordan recognizes several types of leave for long-term employees. This section is broken down as follows:

General Issues

Holidays Occurring During Other Types of Leave

When a holiday falls during the period of an employee's paid annual, administrative, sick, maternity, paternity, and/or bereavement leave, the day is charged to holiday and does not reduce the number of leave days due to the employee. [Timesheets](#) shall accurately reflect days charged to holidays versus days charged to leave, and the [leave request form](#) shall be adjusted accordingly.

Combining Different Types of Leave

Except as provided for below under the individual leave entries, an employee may not combine different types of leave. Sick leave may not be used to extend annual leave. Sick leave claimed at any point during annual leave, from the first to the last day, must be substantiated by a valid medical report signed by a qualified physician.

Annual Leave

Annual leave is normal vacation time, given for rest and relaxation.

Amount and Rate of Accrual

The Royal Motorcycle Club of Jordan's policy is to give each of its long-term professional and support staff members 14 workdays of annual leave at full pay per calendar year. Accrual is at the rate of 1.16 workdays per calendar month, commencing on the employee's date of hire. It shall be granted to long-term employees who have successfully completed the three-month probationary period. Leave days accrued during the probationary period will be prorated back to the date of hire. Employees in any form of non-pay status do not accrue annual leave.

Scheduling and Approval

In accordance with general The Royal Motorcycle Club of Jordan policies, no annual leave may be taken during the first six months of continuous employment. Thereafter, a long-term employee may schedule annual leave up to the amount accrued on the date when such leave commences. It is the employee's responsibility to schedule his/her own annual leave, which shall be done by filling out a leave request form ([Employee Leave Form](#)) as shown in Annex 16. The employee must submit a leave request form at least two weeks in advance of the date when annual leave is scheduled to begin. The General Manager shall approve annual leave in order to ensure a minimum of disruption to work. If approval is denied for any reason, it shall be the supervisor's responsibility to ensure that an employee gets annual leave by recommending alternate dates that are more suitable to work demands.

The Royal Motorcycle Club of Jordan's general policy is to encourage employees to take annual leave in blocks of several days in order to achieve the desired rest and relaxation. The Royal Motorcycle Club of Jordan discourages employees from using annual leave to achieve a series of long weekends. Annual leave also must be taken in increments of full workdays.

Unused Annual Leave

The Royal Motorcycle Club of Jordan strongly encourages its employees to use their annual leave during the year in which it is accrued or immediately after it. However, in the event that a long-term employee does not use accrued annual leave for any reason, up to 12 days may be carried over from one year to the next. In the event of the termination of a long-term employee, the employee shall receive a lump-sum payment for unused leave accrued through the date of termination only for the amount of leave accrued during one year of employment.

Sick Leave

Sick leave is provided to allow long-term employees to recover from illnesses or accidents while remaining on the payroll. Sick leave may be used for other medically necessitated situations, such as care for an ill dependent.

Amount and Rate of Accrual

For illnesses and accidents not related to work, The Royal Motorcycle Club of Jordan offers its long-term professional and support staff members 14 workdays of sick leave at full pay per calendar year. Accrual shall be at the rate of 1.17 workdays per calendar month, commencing on the date of hire. Sick leave over and above the 14 days per year at full pay may be taken only if the employee is personally ill or otherwise medically incapacitated, and may not be taken to care for another person. Sick leave may be used in hourly increments, including for medical appointments. Employees in any form of non-pay status do not accrue sick leave.

Notification

For all non-elective emergency sick leave, an employee is required to call his/her supervisor at the earliest possible time on the morning of each day of absence from work caused by being medically incapacitated. In cases of prolonged illness with an estimated duration, then the employee will call on the morning of the first day, at which time the employee will indicate the date he/she anticipates returning to work. In either case, as soon as he/she returns to work the employee must complete a leave request form and obtain retroactive approval.

In cases of elective sick leave, such as for scheduled surgery or medical examinations, the employee shall fill out a leave request form and obtain General Manager's approval two weeks prior to taking such leave. Elective sick leave is not permitted within the first six months of employment.

Medical Report Requirement

If sick leave exceeds two working days, the employee must submit a verifiable medical report describing the illness and its leave requirements, signed by a qualified physician on the physician's letterhead. If the leave is limited to the amount accrued of the 14 days at full pay, the employee shall bring the report with him/her on the first day of returning to work. If, however, the application is for extended sick leave, the employee or the employee's representative prior to the commencement of such leave shall submit the medical report to The Royal Motorcycle Club of Jordan.

Unused Sick Leave

It is The Royal Motorcycle Club of Jordan's policy for all unused portions of sick leave at full pay not to be carried over from one year to the next for the duration of employment with The Royal Motorcycle Club of Jordan. No lump sum payment will be made for unused sick leave upon termination of employment for any reason.

Maternity and Paternity Leave

Long-term professionals or long-term support staff members are eligible for maternity or paternity leave. Maternity leave is time off given to female employees who are pregnant to allow them to deliver rest and recuperate, and to care for the baby after delivery. Paternity leave is time off given to male employees whose wives are pregnant. The Royal Motorcycle Club of Jordan policy allows for two types of maternity leave and two types of paternity leave:

Paid Maternity Leave

Paid maternity leave is time off given to female, long-term employees who are pregnant to allow them to deliver rest and recuperate, and to care for the baby after delivery. It is The Royal Motorcycle Club of Jordan's policy to give its female long-term employees maternity leave with full pay in the period immediately preceding and following childbirth.

A long-term, female staff member is entitled to a total of 10 weeks of paid maternity leave for periods prior and subsequent to delivery, provided that six weeks of the leave are taken immediately subsequent to delivery. The employee is prohibited from returning to work before six weeks have passed following delivery. The employee may request an unpaid leave of absence for one year to attend to her newly born child. In compliance with Article (70) of Jordanian labor law, within a one-year period immediately following the date of delivery of her newborn, the long-term female staff member has the right to obtain a period or periods of paid leave, not exceeding one hour in total per day, for the purpose of nursing her newborn.

During their paid maternity leave, staff members retain medical coverage and the rights to the annual bonus.

To schedule paid maternity leave, the employee shall fill out a leave request form and seek GENERAL MANAGER's approval at least one month prior to the anticipated commencement of such leave. At this time, she shall also specify the anticipated duration of paid maternity leave.

As soon as possible after delivery, the employee shall submit a medical report specifying the date of birth, which shall be attached to the leave request form in her file. Upon returning to work, she shall adjust her leave request form, if necessary.

Unpaid Maternity Leave

A female long-term employee may supplement paid maternity leave and sick leave with maternity leave without pay for up to one year per pregnancy, provided that she does not work for pay for any other establishment during this period. Unpaid maternity leave may be interspersed with paid leave to preserve salary payments and benefits. Annual leave and sick leave are not accrued during unpaid maternity leave, but the time counts toward years of service with the club. Long-term and short-term personnel are not eligible for unpaid maternity leave.

To schedule unpaid maternity leave, the employee shall fill out a leave request form and seek General Manager's approval at least one month prior to the anticipated commencement of such leave. At this time, she shall also specify the anticipated duration of unpaid maternity leave.

As soon as possible after delivery, the employee shall submit a medical report specifying the date of birth, which shall be attached to the leave request form in her file. Upon returning to work, she shall adjust her leave request form, if necessary.

Paid Paternity Leave

Paternity leave is paid time off given to each male, long-term employee whose wife is pregnant. An eligible employee may take a maximum of 2 days of paid paternity leave per pregnancy. To schedule paid paternity leave, the employee shall fill out a leave request form and seek General Manager's approval at least one month prior to the anticipated commencement of such leave. At this time, he shall also specify the anticipated duration of paid paternity leave. As soon as possible after his wife's delivery, the employee shall submit a medical report specifying the date of birth, which shall be attached to the leave request form in his file. Upon returning to work, he shall adjust his leave request form, if necessary.

Bereavement Leave

Long-term professionals or long-term support staff members are eligible for bereavement leave. Bereavement leave is time off with pay to attend the funeral and otherwise fulfill the social obligations associated with the death of a close family member defined as a parent, child, spouse, sibling, or parent-in-law. Up to three days of paid leave are granted to the employee for bereavement leave. Bereavement leave is not granted in the event of the death of other relatives such as grandparents, aunts, uncles, and first cousins, although annual leave can be taken in order to fulfill these obligations. The Royal Motorcycle Club of Jordan's policy is to grant bereavement leave with no limit on the number of times it may be taken during the term of employment. The employee should notify his/her supervisor as soon as possible after the death and upon returning to work; he/she is responsible for completing a leave request form and obtaining retroactive approval.

Leave without Pay

These leave without pay policies apply to each long-term employee who is still considered an employee of the firm even though he/she are in non-pay status, is absent from premises, and is either not working or working on something other than his/her assigned responsibilities. In such cases, the employee receives no compensation or benefits. All rights to holidays, leave accrual, annual bonus, insurance, etc. are temporarily suspended. There are two kinds of leave without pay:

Approved Leave without Pay

The Royal Motorcycle Club of Jordan strongly discourages any employee from taking leave without pay, other than the above-described unpaid maternity leave. However, The Royal Motorcycle Club of Jordan also recognizes that there are occasions when compelling circumstances require an employee to be absent from work for a certain period of time when he/she does not have sufficient leave accrued. In such situations, the General Manager may at his/her discretion; approve leave without pay for an employee. A leave request form must be completed and the responsible administrative person notified so he/she can suspend salary payments and all other benefits for the duration. Health insurance will be suspended.

Unapproved Leave without Pay

It is a breach of the employment contract for an employee to be absent from place of employment unless permission has been obtained for such absence from the General Manager. If an employee for any reason is unable to report for duty, the General Manager must be notified as soon as is reasonably practicable. Any employee, who is unable to report to work because of a breakdown in transport services, or other preventative factors such as conditions of unrest and violence, will be required to cover the absence by submitting an application for annual leave and identifying in the application what the preventative factors were.

Absence without prior approval and without notification to the club which extends beyond 10 consecutive working days may, at the discretion of the General Manager, be treated as voluntary resignation as shall be treated as such for the purpose of insurance policies.

Death Benefits

Death benefits consist of monetary compensation paid by the employer to the immediate family of a deceased long-term employee to assist in meeting the high costs associated with funerals and other death rites. The Royal Motorcycle Club of Jordan may pay the family of a long-term professional or long-term support staff member who dies during the term of his/her employment with The Royal Motorcycle Club of Jordan an amount equivalent to two and a half months' base salary for funeral expenses. In addition, The Royal Motorcycle Club of Jordan shall pay a death grant in an amount equivalent to two months' adjusted salary and benefits, as well as the full amount of the monthly adjusted salary and benefits for the month during which death occurs, even if the employee only worked a fraction of that month. The Royal Motorcycle Club of Jordan shall pay death benefits only to the family of an employee working solely for The Royal Motorcycle Club of Jordan at the time of death and not to the family of an employee receiving death benefits from another employer as well. Death benefits shall be paid upon presentation of an official death certificate to the General Manager, who shall instruct the Chief Accountant to immediately issue a bank check in the full amount. A copy of the death certificate and a receipt signed by the recipient of the bank check shall be kept in the employee's personnel file.

Training Assistance

The club attempts to help its employees enhance their abilities through job-related training, either by providing the time for training during work hours, by considering on a case-by-case basis giving monetary assistance, or both. The Royal Motorcycle Club of Jordan's policy is to promote and encourage training and the professional advancement of all staff members. Following are The Royal Motorcycle Club of Jordan's policies and procedures for the types of training that may be considered for employees:

Training in Skills Required for the Job

This is club-initiated and/or mandated training that supports objectives and is fully paid for and arranged by The Royal Motorcycle Club of Jordan. Such training may be in-house or by outside agencies, and usually occurs during work hours. Examples of training in skills required for the job are:

- All new personnel receive an introductory orientation to The Royal Motorcycle Club of Jordan, as well as on-the-job training by supervisors and/or designated co-workers.

- Skill enhancement when requirements vary slightly from what was originally anticipated for the job, such as the introduction of a new software program.
- Skill enhancement when the most qualified applicant for the job lacks a specific skill, such as knowledge of the word processing software package.
- Individual training to benefit the club by enhancing the employee's job-related skills, such as management, writing, or other communications skills, as recommended by the General Manager.

Training for Professional Advancement and/or Reclassification

This is employee-initiated training in a given skill designed to help long-term employees move up the employment ladder and be eligible for reclassification on the The Royal Motorcycle Club of Jordan salary classification matrix. (Note: Reclassification is not automatic and must fit with the personnel needs.) The Royal Motorcycle Club of Jordan's policy is to encourage and possibly assist long-term employees by considering on a case-by-case basis (1) paying for all or part of the cost of tuition; and/or, (2) allowing the employees to take time during the work day if it is not possible to arrange for after-hours training. The employee must locate and arrange for such training him/herself.

To apply for training tuition assistance and/or time off from work to attend the training, the employee must complete a training application form as shown in [Annex 17](#). If the employee is not requesting tuition assistance and is only requesting time off from work to attend training during normal work hours, then the training application must be approved by the General Manager to ensure the relevance of the training and a minimum disruption to office work. If tuition assistance is approved, then The Royal Motorcycle Club of Jordan will reimburse the employee for the agreed upon amount only when the employee successfully completes the training. In some instances, the employee may be advanced the cost of training on condition that he/she reimburses The Royal Motorcycle Club of Jordan in the event of failure to successfully complete the training.

Training in Jordan for Job-related Personal Enrichment

Training in Jordan for job-related personal enrichment also is employee-initiated and employee-arranged training that does not have a direct bearing on the long-term employee's job performance, but would serve the club by enriching the employee professionally or contributing to his/her ability to communicate with the rest of the team. The Royal Motorcycle Club of Jordan will assist its long-term employees with time and, possibly, money.

Professional Conferences, Seminars, and Workshops

The Royal Motorcycle Club of Jordan encourages all employees to attend conferences, seminars, and workshops that are related to their field of expertise or of interest to the club. All long-term employees are eligible to propose their attendance at such events in Jordan during work hours and at club expense. The General Manager must approve such proposals in advance in order to ensure the suitability and applicability to the employee's current position, minimum disruption to work, and availability of funds.

Training Outside of Jordan

The Royal Motorcycle Club of Jordan does pay for the training of long-term employees that requires traveling to an outside country. If, however, a long-term employee will be traveling to another country at his/her own expense for other personal reasons, and wishes to attend a seminar, workshop, or conference while there, The Royal Motorcycle Club of Jordan will consider providing tuition assistance. Such training should be directly relevant to the job that the individual performs and a request for approval of training assistance must be submitted in advance to the General Manager to obtain the approval of the Board of Directors.

Club Functions and Entertainment

Club functions and entertainment are occasions when the General Manager and/or any other team member entertain clients, associates, and prospective and/or present employees at club expense. The Royal Motorcycle Club of Jordan provides a reasonable number of social or entertainment events for its employees during the year and reimburses employees for work-related entertainment event that is approved in advance of the event. The Royal Motorcycle Club of Jordan also encourages inclusive inter-staff club functions as team- and morale-building activities. Any affair estimated to cost more than JD250 must have prior Board approval. To be eligible for reimbursement for hosting a work-related function or entertainment event, all other team members need the express approval of the General Manager prior to hosting any club-paid function or entertainment event.

Conflict of Interest and Corruption

The Royal Motorcycle Club of Jordan's policy is to avoid all conflicts of interest and all actions that could be considered as promoting conflict of interest or the appearance of conflict of interest, or corruption or the appearance of corruption. The Royal Motorcycle Club of Jordan's general position is that the firm's integrity and reputation, as well as that of its personnel, is too valuable to risk damage through such activity.

This section addresses a variety of prohibited activities that can have a negative impact on the work and The Royal Motorcycle Club of Jordan's reputation. Such activities are prohibited by The Royal Motorcycle Club of Jordan's regulations. The prohibited activities discussed in this section constitute valid reasons for termination for cause as described in this manual. Employees found engaging in such activities shall be advised in writing to cease and desist. Moreover, it is incumbent upon an employee who discovers such actions to inform the General Manager. By reading this manual, employees agree to abide by the conflict of interest policy. This section is divided into:

- **Moonlighting**
 - Active Paid Work
 - Active Volunteer Work
- **Bribery**
- **Criminal Behavior**
 - Drugs and Alcohol Abuse
 - Theft or Willful Damage to Office Property

Moonlighting

The term moonlighting refers to employees working for two employers simultaneously--one during official work hours and the other during the employee's off-hours. The Royal Motorcycle Club of Jordan's policies differ according to the type of moonlighting.

Active Paid Work

Active paid work (moonlighting) is when an employee receives compensation for services rendered to another employer while also working for The Royal Motorcycle Club of Jordan, such as for outside consulting contracts, commissioned research efforts, paid teaching assignments, and secretarial, translation, or driving services. The Royal Motorcycle Club of Jordan's policy is to forbid moonlighting except by permission of the primary employer. As a general rule, The Royal Motorcycle Club of Jordan does not allow employees to engage in active paid work on the grounds that it reduces the energy and attention the employee can bring to the job. However, some exceptions can be made, provided that such outside work does not constitute a conflict of interest, does not detract from work, and has the advance written approval of the General Manager.

Active Volunteer Work

Active volunteer work is unpaid work such as volunteering with charitable organizations, lending a helping hand during national emergencies, or pursuing an interest. The Royal Motorcycle Club of Jordan's policy is to permit all employees to engage in volunteer work, so long as it does not take away from the time and energy needed for work, is not prohibited by law, and does not pose a problem with Jordanian authorities.

Bribery

Bribery is giving or receiving money, free rides, meals, or other gifts in exchange for information, new business, or to facilitate or damage implementation of ongoing business. The Royal Motorcycle Club of Jordan prohibits such activities. An employee who is discovered engaging in bribery for The Royal Motorcycle Club of Jordan's or anyone else's benefit will be asked to cease and desist. If the employee refuses, termination-for-cause procedures will begin. Serious instances of bribery shall be cause for Summary Dismissal without Notice.

The general rule is that employees should use their judgment to distinguish between attempts at corruption and social courtesy. Any questionable incidents should be reported to and discussed with the General Manager. Employees should try to avoid too many and too frequent invitations to or from one source, and should be aware of other agencies' regulations about such events prior to issuing any invitations themselves.

Criminal Behavior

Criminal behavior is any action that results in physical harm or material loss to another individual or to the club and that is prohibited by law. This section deals with the two types of criminal behavior most common to work environments.

Drugs and Alcohol Abuse

The drugs referred to here are chemical mixtures or natural plants that intoxicate or otherwise impair the user's ability to function normally. Jordanian law prohibits most of these drugs and their illegal use carries severe penalties. The Royal Motorcycle Club of Jordan's policy is to maintain a drug-free workplace. The Royal Motorcycle Club of Jordan does not permit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by any of its employees. If an employee violates this policy, either by himself or by permitting others to engage in any of these activities, then the penalties are severe and can include immediate termination for cause, according to the procedures outlined above.

Consumption of alcoholic beverages impairs an individual's ability to function at maximum efficiency, which is detrimental to the work. Therefore, The Royal Motorcycle Club of Jordan does not permit drunkenness or the drinking of alcoholic beverages during work hours, and any employee found violating this policy will receive a written warning. Repeated violations or disruptive alcohol abuse shall carry severe penalties up to and including termination for cause, according to the provisions above.

Theft or Willful Damage to Office Property

Office property includes cash or any other physical object bought and paid for with The Royal Motorcycle Club of Jordan funds, either in an employee's temporary possession or located on office premises. The Royal Motorcycle Club of Jordan assumes honesty on the part of its employees and expects them to exercise diligence in the protection of office property. The Royal Motorcycle Club of Jordan's policy is not to hold employees liable for the theft, loss, or accidental damage of office property in their possession. The Royal Motorcycle Club of Jordan carries insurance to protect its property. On the other hand, if it is determined that the theft, loss, or damage was through a willful act by an employee, the employee will be held liable and penalized in accordance with the provisions of Jordanian law, depending on the severity of the loss or damage.

Chain of Command and Authorities

This section defines the authority and corresponding responsibilities assigned to the various positions affecting implementation. It is divided into the following sections:

- **Organizational Chart and Reporting**
- **Authorities**
 - GENERAL MANAGER
 - Supervisors
- **Manual Administration**
- **Grievances and Right of Appeal**

Organization Chart and Reporting

In order for any organization to function at maximum efficiency, a hierarchy must be established. The purpose is to limit the number of people reporting to a single individual, permitting more efficient time management and adequate attention to each employee's work and concerns. This hierarchy can be clearly established in the form of a detailed chart that identifies the lines of authority and reporting requirements. The Royal Motorcycle Club of Jordan's policy is that the club as a whole and each of its sub-divisions must develop organization charts from their very beginning. These charts are distributed to all employees so that each may know to whom they will report and address work-related questions. A copy of the Organizational Chart is included in Annex 19.

Authorities

The Royal Motorcycle Club of Jordan's basic policy is to delegate as much authority and responsibility as possible to staff members other than the General Manager, consistent with good management and the maintenance of uniformity and adequate controls. The delegation of specific authority and financial responsibility is clearly identified in this manual, each employee's job description, and other documents describing various job responsibilities. This section identifies main repositories of responsibility for activities.

GENERAL MANAGER

The General Manager is entrusted with the overall technical guidance of the organization, the supervision of its daily administrative requirements, and approving its expenditures. The General Manager reports to the Board of Directors. The General Manager may choose to delegate more or less authority to other staff members consistent with the dictates of sound management principles and practices. Many of the General Manager's administrative and managerial authorities pertaining to employees are discussed throughout this manual.

Supervisors

A supervisor is any individual charged with overseeing the work produced by one or more employees. Unless the supervisor is the General Manager, his/her administrative authorities and responsibilities are relatively minimal and are limited to issues that immediately affect the quality, quantity, and timing of the work produced by the subordinate(s). Specific authorities are provided throughout this manual and include approvals of leave requested, expense report reimbursements, timesheets, and overtime claimed. The supervisor is also responsible for the professional well being of those under his/her supervision, and for bringing their concerns to higher management.

Manual Administration

As with all other aspects of the organization, ultimate responsibility for the administration of this manual and for ensuring adherence to its provisions rests with the General Manager under the supervision and guidance of the board of directors. The General Manager shall give each employee an opportunity to read a copy of the manual for three hours, after which the General Manager shall meet with the employee. The purpose of this meeting is to answer the employee's specific questions. At the conclusion of the meeting, the employee shall sign a document stating that he/she has read the manual.

Grievances and Right of Appeal

Although The Royal Motorcycle Club of Jordan makes every reasonable effort to provide as pleasant and satisfying a work environment as possible for its employees, in any club or relationship between management and employees, there will inevitably be occasions of employee dissatisfaction. The Royal Motorcycle Club of Jordan's policy is that each and/or all employees are entitled to a full hearing, a serious effort by management to redress

wrongs and resolve problems, and a clear explanation when management is unable to act for reasons beyond its control. To this end, The Royal Motorcycle Club of Jordan provides its employees with channels of communication with management through an "open-door policy," and with more formalized procedures for voicing grievances and appeals.

As a first step, the employee is encouraged to discuss any concerns with his/her immediate supervisor. If the supervisor fails to resolve the problem or explain the situation to the employee's satisfaction, the latter may carry his/her concerns up the organizational ladder, up to and including the General Manager. As a final resort, the disaffected employee is entitled to petition with all concerned parties. In the interests of amicable working relations, however, The Royal Motorcycle Club of Jordan prefers that employees keep problems internal to the organization and accept the General Manager's decision as final.

To petition management, the employee should request a meeting with the specific individual, clearly stating the reason for the meeting. Unless the employee specifically requests confidentiality, his/her supervisor is expected to attend the meeting with higher management. Depending on the nature of the appeal or complaint, the employee may choose to communicate with management verbally or in writing. If the employee selects the latter option, the petitioned individual shall respond in writing, clearly describing the action taken to address the employee's concerns or the reason for inaction.

Miscellaneous Policies and Procedures

This section contains additional policies and procedures not covered under other headings in the rest of this manual:

- Rides
- Trip Programming
- Trip Expenses
- Work-related Expenses Incurred by Employees
- Personal Use of Office Equipment
- Office Telephones, Fax, and Photocopying Machines
- Safety and Well-being: Smoke-free Work Place
- Environmentally Responsible Operations

Travel Guidelines

- Approval Process
- Reporting

Other

- Work-related Expenses Incurred by Employees
- Personal Use of The Royal Motorcycle Club of Jordan Equipment
- Work Telephones, Fax, and Photocopying Machines
- Safety and Well-being: Smoke-free Work Place
- Environmentally Responsible Operations

Rides

In the course of fulfilling their responsibilities and their job descriptions, employees of all categories may need or be required to travel outside the office and to other parts of Jordan. The Royal Motorcycle Club of Jordan's policy is that rides should, to the extent possible, be programmed and approved in advance by the General Manager or his/her designee(s) on a monthly basis.

Trip Programming

An employee who anticipates traveling for work purposes should submit a detailed agenda to the Assistant General Manager in advance of the trip. The agenda should show the purpose of the trip and its justification, the anticipated date and time of departure and return, as well as whom they expect to meet, and how they expect to allocate their time and effort in support of the trip purpose. Once the Assistant General Manager approves proposed rides, the agendas are passed to the General Manager for final approval to ensure that rides fit in with and support the overall technical and/or administrative programming of the organization. The General Manager shall determine trip priorities.

Within two weeks of returning, the senior technical professional on the trip shall submit to the Assistant General Manager a trip report comparing the actual trip with the proposed agenda. The trip report shall show the reason for the trip, general observations, accomplishments and/or failures and reasons thereof, and shall conclude with recommendations.

The same procedures and approvals apply to necessary but unanticipated rides. The traveler shall orally debrief the General Manager and Assistant General Manager or other appropriate personnel upon the traveler's return to the office and shall submit a written account of the trip when necessary.

Trip Expenses

All rides involve expenses of one form or another, the most common of which is per diem. Per diem is governed by the organization's policies and is generally a certain amount of money given for daily expenditures on lodging, meals, and other incidental expenses. There is a ceiling on expenditures for lodging, which must also be supported by receipts. A fixed amount is given for meals and incidental expenses (M&IE), for which no receipts are required. It is the employee's responsibility to ensure that the lodging rate is at or under the approved rate, even if the administrative staff assists in finding the lodging.

All payments will be made in Jordanian Dinars. The per diem rates will be converted into Jordanian Dinars at the prevailing exchange rate.

For any trip over an extended period of time, if requested in advance, The Royal Motorcycle Club of Jordan may provide 50 (fifty) percent of anticipated per diem as a travel advance upon presentation to the Chief Accountant of a document prepared for that purpose and approved by the General Manager. Travel advances are cleared by the Chief Accountant immediately upon return from the trip through an expense report (see [Annex 18](#)), which details advances versus actual expenditures and other amounts due to the employee. All expense reports must be signed by the employee and approved by the General Manager.

Per diem is utilized for travel of 10 hours or more and/or the employee spends the night away from his/her home.

Travel Guidelines

The traveler must submit a written request for approval to the General Manager or Assistant General Manager, which documents the purpose of the travel outlining the links/benefits to the organization. The key here is to establish back up to justify their salary while they are gone on the trip. If there is no clear connection either the trip should be denied or at least they should not receive salary from The Royal Motorcycle Club of Jordan while on these rides.

After the trip, all travelers must submit a trip report outlining the business that was done, things accomplished, contacts made, and the benefits to the organization and the ministry. The trip reports should also include a discussion about who sponsored the training/travel, why they were involved, how it applies to their job. The reports should be no more than 2 pages.

TRAVEL APPROVAL PROCESS

Employees wishing to travel on business must submit a written request for approval to the General Manager that documents the purpose of the travel outlining the links/benefits to the organization. The request must clearly link the employees' travel to The Royal Motorcycle Club of Jordan objectives in order to justify their salary being paid by The Royal Motorcycle Club of Jordan while they are on the trip. If there is no clear connection the employee will not receive salary while on such rides.

REPORTING

After the trip is completed, all travelers must submit a trip report outlining the business that was done, things accomplished, contacts made, and the benefits to the organization and the counterparts. The trip reports should also include a discussion about who sponsored the training/travel, why they were involved, how it applies to their job. The reports should be around 2 pages. Travel reports must be submitted to the General Manager within 5 days of the Employees' return.

Work-related Expenses Incurred by Employees

Occasionally an employee, in the course of performing his/her duties, or a traveler on a trip may incur other expenses not covered by per diem above, such as for work-related long distance telephone calls, or use of taxis or other forms of transportation. Such expenses must be itemized on an expense report and approved by the General Manager prior to reimbursement. All items on an expense report must be supported by receipts.

There will be times when none are available and when employees may use their own privately owned vehicles for work-related purposes with prior written approval of the General Manager to travel outside the outskirts of Amman. In such cases, employees will be reimbursed in Jordanian Dinars at prevailing, published mileage rates upon submission of an approved expense report.

Personal Use of the Royal Motorcycle Club of Jordan Equipment

The Royal Motorcycle Club of Jordan's policy is to strongly discourage any use of office equipment or property for personal purposes. Some exceptions exist, such as those mentioned below.

Work Telephones, Fax, and Photocopying Machines

Although The Royal Motorcycle Club of Jordan discourages personal use of office equipment, it recognizes that employees will occasionally need to use these machines, particularly in view of the fact that they spend most of

their days in the office. Relying on the honor system and trusting its employees, The Royal Motorcycle Club of Jordan's policy is to allow very judicious use of this equipment for personal purposes as long as it does not conflict with work and follows the procedures in this manual.

Use of the telephone and fax for personal long-distance calls is prohibited unless the office can receive an itemized phone bill and can readily identify the caller. Employees who are authorized by the General Manager to use telephones or fax machines shall reimburse the club for the value of all long-distance telephone calls they have made and all personal faxes they have sent, or make arrangements for payroll deductions.

Safety and Well-being: Smoke-free Work Place

The Royal Motorcycle Club of Jordan is committed to taking all necessary measures to insure the safety and well-being of its employees, including banning all smoking in its office facilities, lobbies, and restrooms. All The Royal Motorcycle Club of Jordan employees are responsible for informing guests and short-term or contract employees of this policy. The intent is to provide a safe, healthy, comfortable working environment for all employees.

Environmentally Responsible Operations

The Royal Motorcycle Club of Jordan is committed to operating in an environmentally responsible manner. The club believes that setting a positive environmental example sets a standard for its employees, clients, and suppliers that can be applied well beyond the limits of the workplace.

Our commitment to being environmentally responsible affects the way we conduct business and our selection of office supplies and kitchen products. We encourage staff to practice moderation in the use of paper and other non-renewable resources in their work. We strive to purchase products that are recyclable, have recycled content, or other protect and preserve the environment. To this end, The Royal Motorcycle Club of Jordan provides recycling boxes for white paper. We provide reusable glasses and ceramic cups in our kitchens.

Annexes

Annex 1	Personnel Contact Sheet
Annex 2	Sample Financial Statement
Annex 3	Sample Inventory Trackers
Annex 4	File Index Template
Annex 5	Fax Template
Annex 6	Deliverable Format Template
Annex 7	Sample Evaluation for goods and services
Annex 8	Reference Check Form and Questions
Annex 9	Long-term Performance Evaluation Form
Annex 10	Job Description Sample Form
Annex 11	Employment Application Form
Annex 12	Long-term Professional/ Support Employment Contract
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Annex 15	Employee Leave Form
Annex 16	Training Assistance Application Form
Annex 17	Expense Report Form
Annex 18	Organizational Chart

Last name	First name	Title	Office Phone	Home Phone	Cell Phone	Work E-mail	Private E-mail

*Numbers are purely illustrative

The Royal Motorcycle Club of Jordan
CASH FLOW PROJECTIONS

	Jun-04	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	TOTAL
Cash on Hand (Beginning of Period)	5000	28,049	3,178	3,178	3,178	3,178	
<u>Cash Inflow</u>							
Cash inflows from membership fees:							
New Members	1,920	2,260	2,040	2,620	2,040	2,740	
Retention	5,168	2,754	6,800	9,520	4,352	2,023	
<i>Total Membership Fees</i>	7,088	5,014	8,840	12,140	6,392	4,763	
Cash inflows from Activities	1,000	29,650	11,800	174,000	8,150	2,650	
Cash inflows from Donors:							
	11,995	46,863	14,416	81,739	2,225	12,900	
	9,924	9,924	9,924	9,924	9,924	9,924	
<i>TOTAL Cash Inflows</i>	30,007	91,451	44,980	277,803	26,691	30,237	
<u>Cash Outflows:</u>							
Fixed Asset Purchases	11,175	16,780	0	0	0	0	
Cash Outflows to Suppliers & BOD	0	2,000	2,000	27,000	18,000		
Income Generating Activities							
Expenses	577	19,380	24,869	172,438	5,954	1,140	
Non-Income Generating Activities							
Exp.	1,517	17,692	3,367	2,850	900	12,492	
General & Administrative	14,150	14,372	14,274	14,661	13,976	15,330	
<i>TOTAL Cash Outflows</i>	27,419	70,224	44,510	216,949	38,830	28,962	
<i>Net Cashflow for the period</i>	2,588	21,227		60,854		1,275	
<i>Net Cashflow to date</i>							
The Cash impact six months of activity							

Description	Serial No.	Location	Unit Price \$	Unit Price JD	Date of Delivery	Item #
128 MB SDRAM PC100 (25)			2,012.71	1425.00	20-Nov-00	

The Royal Motorcycle Club of Jordan File Index

0001 - 0999	BASIC DOCUMENTS
1000 - 1999	PLANNING
2000 - 2999	ADMINISTRATION
3000 - 3999	COMMUNICATIONS
4000 - 4999	PERSONNEL & RECRUITMENT
5000 - 5999	VENDOR CONTRACTS
6000 - 6999	PROCUREMENTS
7000 - 7999	FINANCE & ACCOUNTING
8000 - 8999	TECHNICAL REPORTS
9000 - 9999	REPORTING

THE ROYAL MOTORCYCLE CLUB OF JORDAN

FACSIMILE TRANSMITTAL SHEET

TO: [Click here and type name]	FROM: [Click here and type name]
CLUB: [Click here and type company name]	DATE: 1/15/2014
FAX NUMBER: [Click here and type fax number]	TOTAL NO. OF PAGES INCLUDING COVER: [Click here and type number of pages]
PHONE NUMBER: [Click here and type phone number]	SENDER'S REFERENCE NUMBER: [Click here and type reference number]
RE: [Click here and type subject of fax]	YOUR REFERENCE NUMBER: [Click here and type reference number]

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT
RECYCLE

☐ PLEASE REPLY ☐ PLEASE

NOTES/COMMENTS:

AMMAN JORDAN

Page 1 (On Letterhead)

The Royal Motorcycle Club of Jordan

Date of Report: *<date of report>*

Document Title: *<name of report>*

Status: *<DRAFT or FINAL>*

Author's Name: *<name(s) of employee(s)>*

Activity Title & Number: *<SOW title and Component>; <Work Plan number>*

Page 2 *<credits page of the deliverable >*

This report was prepared by (Name of Employee), in collaboration with The Royal Motorcycle Club of Jordan

Page 3 Data Page

Name of Technical Area:

Author: *<Name(s) of employee(s) performing the work under this Consultancy Contract>*

Practice Area: *<technical focus>*

Service Offering: *<cross cutting theme>*

List of Key Words

Contained in Report:

Page 4 *<abstract page of the deliverable: one page maximum>*

Page 5 Table of Contents

Page 6 **EXECUTIVE SUMMARY**

Page 7 **Body of the Report**

**Memo of Justification
Evaluation for Goods and Services**

The Royal Motorcycle Club of Jordan

Date Competition Began:

Has the evaluation criteria been established and attached?

Total Number of Persons/ Firms contacted:

Description of Services

Requested:

Name of Firm Contacted	Contact Person	Date of Contact	Quote for Services	Valid through	Comments/ Notes
---------------------------	-------------------	--------------------	--------------------------	------------------	-----------------

Total Number of Valid Bids:

Award is

granted to:

For the following reasons:

Evaluation Committee:

Name/ Position

Name/ Position

Name/ Position

*** Attached is the evaluation criteria that was used to perform the evaluation.

The Royal Motorcycle Club of Jordan Applicant Reference

Applicant Name: _____
 Reference Name: _____
 Title/organization: _____
 Telephone Number: _____
 Date of Call/ Discussion: _____

1. How do you know the applicant?
2. What was his/her role on the project/in that job?
3. What do you view as his/her main area(s) of expertise?
4. What types of technical/management/administrative roles are best for him/her? How does he/she approach his/her work?
5. What kind of environment does he/she best function in? Do you think he/she works better as a team leader or as a team member?
6. How did he/she get along with team members/colleagues? Can you give example of how he/she approached teamwork and team members?
7. Do you remember him/her encountering any problems or difficulties with his her work?
8. Can you describe his/her management and work style? What about his/her management skills?
9. How did he/she adapt to the work environment and organizational culture? How would you rate his/her intercultural sensitivity?
10. Would you like to work with the applicant again? Why or why not?
11. Is there anything else I should know?
12. Language skills?
13. What were the beginning and ending employment dates for this individual?
14. What was this individual's beginning and ending salary?
15. What positions did the individual hold?
16. Did this individual earn promotions?
17. What were the individual's most-recent job duties?
18. Why did the individual leave your club?
19. Is there any reason why your club would not rehire this individual?
20. Would you recommend this individual for a position at another club? Why or why not?
21. How did this individual's performance compare to other employees with similar job duties?
22. In your opinion, what are the individual's strengths? Weaknesses?
23. Did this individual get along well with management and peers?
24. Was this individual a team player?
25. Was this individual a motivated self-starter?
26. Did any personal problems affect this individual's work performance?
27. Do you think this individual will perform well as a [job title]?
28. What kind of job is best suited for this individual's abilities?
29. How would you describe the individual's overall performance?
30. Is there anything of significance you'd like to add?

Advanced Sample Reference Check Questions

Below are sample reference check questions that your potential employers or their agents might ask about professionals, managers and executives, in addition to the basic reference check questions above. However, potential employers might ask these about any job candidate. As with the basic questions, the phrasing of each is just an example, but the gist is typical for most reference checks.

31. How would you describe the individual's leadership, managerial or supervisory skills?
32. Does the individual communicate well orally and in writing?
33. How do you rate the individual's ability to plan short-term? Long-term?
34. Did the individual make sound and timely decisions?
35. Did the individual get along well with management, subordinates and peers?
36. Did the individual plan, administer and make budget well?
37. How would you describe the individual's technical skills?

38. Did the individual demonstrate honesty and integrity?
39. How well did the individual manage crisis, pressure or stress?
40. Describe the individual's ability to attract and counsel top talent.

Employee Name: _____ Date: _____
 Position: _____ Dept: _____
 Review Period: _____ Prepared by: _____
 *If date of hire is after this then the review period begins on date of hire. Input from: _____

(To be completed by Employee)

(Please do not consider this space as a limitation and carry over to next page if necessary.)

- 1. Main accomplishments/activities this period** (What worked well? Biggest triumph? Smartest Decision? Greatest lesson learned?):
- 2. Performance and progress in areas identified in last evaluation or review if applicable** (attach updated resume):
- 3. Areas for improvement** (include ways supervisor can assist employee).
- 4. I have attached my updated CV:** Yes/ No

Section 2- STANDARDS OF PERFORMANCE (SOPs)

(Scores to be completed by Supervisor)

Please complete the performance standard in two or three lines, and rate the employees' performance relative to the standard using the 5 point rating scale as follows: 5=Greatly exceeds standards 4=Exceeds the standard 3=Meets the standard 2=Below the standard 1=Well below standard. (The weight is determined by the rater and employee prior to scoring. The total weight for all standards is not to exceed 1.0). The score will be calculated and appear on the Overall Rating Form upon completion of the evaluation. The total score of the SOPs and Competencies and Work Behaviors Rating together determine the Overall Performance Rating.

Standard of Performance #1:

Weight: 0.2
Score: 0
Wt. Score: (=Weight * Score)

Standard of Performance #2:

Weight: 0.2
Score: 0
Wt. Score: (=Weight * Score)

Standard of Performance #3:

Weight: 0.2
Score: 0
Wt. Score: (=Weight * Score)

Standard of Performance #4:

Weight: 0.2
Score: 0
Wt. Score: (=Weight * Score)

Standard of Performance #5:

Weight: 0.2
Score: 0
Wt. Score: (=Weight * Score)

Section 3- COMPETENCIES AND WORK BEHAVIORS

(Scores to be completed by Supervisor)

Performance for the period: The score will be calculated upon completion of the evaluation and appear in the Overall Rating Form for the rated competency or behavior.

The scores to be used are as follows:

5=outstanding 4=exceeds requirements 3=meets requirements 2=below requirements in some areas
1=unsatisfactory

Supervisor

Job knowledge and skills: Clearly understands the duties and responsibilities of his/her position and is able to execute them efficiently and accurately. Possesses appropriate skills to be effective in position.

Work habits: Efforts produce useful work output. Demonstrates ability to: prioritize and follow through with plans; make timely decisions; learn and apply directions quickly; be congenial and cooperative.

Self-management and personal development: Develops new skills through personal initiative. Interested in keeping informed and productive through corporate and professional literature; Composed under stress; Considers self-presentation important to the job; Detects errors in own work and corrects them.

People development: Acts as an effective coach to employees, providing continuous guidance and positive reinforcement when appropriate. Recognizes the importance of employee performance feedback and effectively uses the performance evaluation tool to help develop employees.

Flexibility and adaptability: Demonstrates flexibility in balancing job responsibilities and the ability to deal with change. Open to new ideas and approaches. Deals well with uncertainty and ambiguity.

Initiative: Seeks new challenges and responsibilities. Actively works to remedy problems without having to be told by a peer or supervisor. Works well with the minimum of supervision.

Team Work: Willingly shares responsibility for work with coworkers; Works hard to accomplish group goals and objectives, and places team priorities before personal priorities.

Communications: Demonstrates effective listening, questioning, and interpersonal skills. Can articulately express ideas and information. Informs others of relevant information on a timely basis. Maintains ongoing dialogue with others regarding business matters

Leadership: Leads by example by demonstrating integrity, decisiveness, direction and other appropriate behaviors in his/her day to day actions. Serves as a club role model. Also uses leadership role to promote teamwork within the department and the whole organization

Administration and coordination: Clearly understands organizational policies and procedures. Effective in organizing and completing tasks. Has good recordkeeping and organizing skills.

Management and supervision: Delegates work and with it the appropriate degree of control. Provides easy to follow direction and timely feedback to the staff.

Section 4- SUPERVISOR'S COMMENTS

(to be completed by the supervisor.)

(Please do not consider this space as a limitation and carry over to next page if necessary.)

1. **Main accomplishments/activities this period** (What worked well? Biggest triumph? Smartest Decision? Greatest lesson learned? Most caring service? Who made biggest difference to you and your performance? Biggest risk taken? Difficulties encountered?):

2. **Performance and progress in areas identified in last evaluation** (Attach updated reports or important information including interim evaluations):

3. **Supervisor's comments** (include ways supervisor can assist employee):

4. CV is attached? Yes/ No

Section 5 Overall Rating Form
(To be completed by Personnel)

Standards of Performance:

	Review		Objective		Weighted
	Score		Weighting		Score
	(a)		(b)		(a)*(b)
Objective 1	0		0.2		
Objective 2	0		0.2		
Objective 3	0		0.2		
Objective 4	0		0.2		
Objective 5	0		0.2		
Totals:	0		0.2		
	0		1		

Competencies and Work Behaviors:

	Review
	Score
	(a)
1. Job knowledge and skills	0
2. Work habits	0
3. Self-management and personal development	0
4. People development	0
5. Flexibility/Adaptability	0
6. Initiative	0
7. Team Work	0
8. Communications	0
9. Leadership	0
10. Administration and coordination	0

11. Management and supervision	0
TOTAL:	0.00
Average Score:	0.00

a) Objectives and Standards of Performance b) Competencies and Work Behaviors Overall Performance Rating (a + b)		
0.00	0.00	0.00 %

All final evaluations reviewed and approved by the supervisor need to be signed and submitted to General Manager as well as emailed in electronic form. This is the responsibility of the supervisor.

Section 6 Appraisal Signatures

(to be signed by Supervisor, Reviewer, Approver, and Employee)

Appraisal Signatures:

Appraised by: _____
Manager Title

Reviewed by: _____
Manager Title

Approved by: _____
Manager Title

I have read this performance appraisal and reviewed it with my supervisor/manager. My signature does not imply contract or discontract with the information contained in this appraisal. I understand if I do not attach my updated CV, this review will not be official.

Employee Signature: _____ Date: _____

*****This is a template. Please be sure to enter and change as appropriate. This is only to be used as an example.**

JOB DESCRIPTION

I. Job Title: ____

II. Job Classification: Long-Term Professional or Support Staff

III. Reporting to: (Direct Supervisor)

IV. Estimated Duration of Assignment:

V. Principal Position Objectives, Basic Functions/Critical Tasks:

Example: Manage the efficient and effective delivery of services to clients. This includes technical assistance, assessments, Intern services, and specialized training in a cost-effective manner an on a superior basis in comparison to competitors.

- Use strong interpersonal skills to effectively work with all staff.
- Assist in the development and maintenance of collegial, productive relationships with clients, subcontractors, and other private sector and Government of Jordan (GOJ) counterparts while achieving the overall program goals and objectives.
- Provide necessary support for the timely completion of work plan tasks and the achievement of component goals and objectives.
- Ensure that all scopes of work, task orders, and project documentation are compliant with policies, and are consistent with achieving the overall component goals and objectives.
- Assist in the technical work of all local and expatriate employees fielded under the component and ensure that all end-of-assignment deliverables and other employee and subcontractor performance results are a) consistent with and compliant with the employee's scope of work, b) are of high technical quality and good overall readability, and c) are acceptable to clients.
- Perform miscellaneous tasks as may be assigned by the General Manager or direct supervisor to achieve goals and objectives.

VII. Specific Duties, Responsibilities and Accountabilities:

(Include here budgetary responsibilities to include amount and scope of involvement- planning, implementation, allocating, etc; Also, state here if position involves mentoring or role modeling responsibilities)

IV. Policy and Procedures:

With respect to all policies and procedures related to the ____ position, written guidance will be issued, as required, that will clarify, modify, and/or establish policies and procedures that either directly or indirectly affect the duties and responsibilities of _____. Written guidance will be filed in the Master Filing System, which will be developed and maintained in the Office.

It is incumbent upon all employees to stay apprised of all policies and procedures set forth via documents contained in the employee manual and operations manual. In addition, should at any time the ____ be unclear as to the meaning of any policy and/or procedure presented in these files, or any verbal instructions given by his/her superiors, he/she has the right to request written clarification from the chief of party or his/her designee.

V. Reporting Responsibilities and Ultimate Authority:

(Include number of person this position supervises or is expected to supervise- average number is acceptable) For all routine duties and responsibilities, either directly or indirectly related to the Job Description of the Special Projects Manager, he/she will report directly to his/her supervisor. Ultimate supervision and authority for all aspects of RMCJ activities rests with the General Manager or his designee.

VI. Specialized Knowledge and Related Requirements: (Select appropriate knowledge and skills from the examples below)

- Extensive knowledge about the business sectors in Jordan.
- Excellent managerial skills.
- Ability to make independent decisions.
- Strong relevant technical background.
- Proficient in English and Arabic (read and write)
- Leadership skills.
- Team building skills.
- Excellent interpersonal and coordination skills.
- Flexible and adaptable to change.
- Good understanding of business operations.
- Ability to manage a multi discipline team
- Research and analytical skills.
- Ability to use Microsoft applications to include: MS Word, PowerPoint, Excel, and Outlook; Knowledge of and ability to use Lotus Notes.
- Training on executive management and leadership.

VII. Education, Qualifications and/or Equivalent Experience: (Use example below to construct this portion of the job description)

Minimum of a Masters Degree in Engineering, Economics, MBA or other related fields. A minimum of ten (10) years of professional experience five (5) at the managerial level in business or government or a combination thereof, required. Work content must have involved: technical or managerial assignments, project planning, statistical analysis, organizational development and structuring, labor force planning, interviewing, team building, conflict resolution, employee appraisal systems, and labor relations and negotiations. Experience managing diverse employee groups is essential.

By affixing my signature below, I acknowledge that I have received, reviewed, and hereby accept this RMCJ Job Description in its entirety for the position of _____. I also acknowledge that I have been given a copy of this Job Description for my own personal records. In addition, I understand that this signed copy of my Job Description will be placed in my permanent personnel file.

Name

Date

Signature

Certified on behalf of The Royal Motorcycle Club of Jordan:

Name

Date

Signature

cc: Personnel file

The Royal Motorcycle Club of Jordan Employment Application

PERSONAL	Last Name			First	Middle	Date
	Street Address					Home Telephone ()
	City, P. O. Box					Business Telephone ()
	Have you ever been employed by this club before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate dates and positions held: From: To: Position:					Social Security Number
	Position applied for:					
	All employees will be required to provide documents establishing eligibility to work in the United States prior to commencement of employment. (Not applicable to individuals employed exclusively outside the United States)					
	Are you available for full time or part-time work? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Both On what date would you be available to work? _____					
EDUCATION	Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? (The existence of a criminal record does not constitute automatic bar from employment) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please fully explain the circumstances and provide dates:					
EDUCATION	School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Undergraduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT		
Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.		
1	Club Name	Telephone ()
	Address	Employed (State month and year) From: To:
	Name of Supervisor	Annual Salary

		Start: _____ Last: _____
	Job Title and Description	Reason for Leaving
2	Club Name	Telephone ()
	Address	Employed (State month and year) From: _____ To: _____
	Name of Supervisor	Annual Salary Start: _____ Last: _____
	Job Title and Description	Reason for Leaving
3	Club Name	Telephone ()
	Address	Employed (State month and year) From: _____ To: _____
	Name of Supervisor	Annual Salary Start: _____ Last: _____
	Job Title and Description	Reason for Leaving
4	Club Name	Telephone ()
	Address	Employed (State month and year) From: _____ To: _____
	Name of Supervisor	Annual Salary Start: _____ Last: _____
	Job Title and Description	Reason for Leaving

PROFESSIONAL REFERENCES		
(List three references. Do not include relatives or supervisors previously stated above)		
1	Name	Occupation
	Address	Phone Number ()
2	Name	Occupation
	Address	Phone Number ()

3	Name	Occupation
	Address	Phone Number ()

LANGUAGE PROFICIENCY (If required for position)		
1	Language	FS Level (1-5)
2	Language	FS Level (1-5)
3	Language	FS Level (1-5)
4	Language	FS Level (1-5)

Please Read Carefully and Sign Below.

By signing below I attest and certify that the information set forth in this application is true, complete and accurate. I acknowledge that the information I have supplied is correct to the best of my knowledge, and history and have a credit report prepared on me in accordance with applicable law, and I consent to such a review.

Applicant's Signature _____ Date _____

This Employment Contract, hereinafter referred to as the “Contract,” is freely entered into between the following two parties:

1. The Royal Motorcycle Club of Jordan, located at xxx in Amman, Jordan, and hereinafter referred to as the “Club”, deemed a non-profit limited liability club in the Hashemite Kingdom of Jordan by the Ministry of Industry and Trade’s Companies Control Directorate,
and
2. (name) , hereinafter referred to as the “Employee”, an individual whose mailing address is (address) .

This Employment Contract is entered into to specify the terms and conditions of employment set forth in Article I through XVI, below, including the referenced Job Description attached hereto, which Job Description may be modified at any time by the Club in order to ensure the proper operation and implementation of the objectives.

ARTICLE I: JOB DESCRIPTION

The Employee shall perform work in the position of (*job title*) as more fully described in the attached Job Description, and any other work related to the Club as may be from time to time requested by his/her supervisor and/or GENERAL MANAGER of the Club.

ARTICLE II: CONFLICT OF INTEREST

The Employee agrees that the financial compensation provided under this Contract is wholly adequate for his/her full-time services and further understands that no payments, commissions, gifts, favors, travel or other personal benefits may be accepted from any person or organization connected directly or indirectly with The Royal Motorcycle Club of Jordan, or any other such person or party.

ARTICLE III: CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

1. All information gathered by the Employee and by his or her colleagues during the performance of services under this Contract, and all reports and recommendations produced by the Club, shall be treated as confidential by the Employee and shall not, without prior written approval of the General Manager, be made available to any person, organization or government.
2. In case the Employee violates paragraph (1) of this Article, the Club shall have the right to immediately terminate the contract without damages. The Club shall also retain its right to claim for any damages incurred therefrom.
3. The intellectual property rights to all reports, research findings and other materials produced by the staff shall rest in the Club, and for the benefit and unrestrictive use of The Royal Motorcycle Club of Jordan. The Employee hereby expressly agrees not to use any such reports, research findings and other material for any purpose except those which are directly or indirectly related to the Club.

ARTICLE IV: PERIOD OF SERVICE

1. This employment contract is an unlimited term employment contract and shall commence on _____.
2. The Club reserves the right to terminate employment due to performance and/or other reasons as described in Article X. below.
3. Three-Month Probationary Period: The Employee shall be subject to three months probationary period commencing from the date of this contract or the actual date of employment if different from the date

stated in paragraph (1) of this Article. Both parties may terminate this contract during this period without prior action or notice and without bearing any responsibility arising therefrom.

ARTICLE V: FINANCIAL COMPENSATION FOR SERVICES RENDERED

For services rendered, the Employee shall be paid financial compensation in Jordanian Dinars (JD) as follows:

1. Gross Salary. For services rendered the employee will earn a gross salary of _____JD per month. It is understood that the employee's gross salary is to be inclusive of payment for services rendered and is in lieu of any and all allowances.
2. Social Security. The Club will calculate the employee and employer social security contributions based on the employee's gross monthly salary, in accordance with Jordanian Law. The Club will withhold, from the gross salary, the Employee's portion of the Social Security contribution in accordance with Jordanian law. This amount, together with the Club's contribution will be paid directly to the relevant Jordanian authority. A statement detailing the Employee and Club contributions will be made available to the Employee by the Club upon request.
3. Income Tax. The Club will calculate the employee's income tax contribution, based on the employee's gross monthly salary, in accordance with Jordanian Law. The Club will withhold, from the gross salary, the Employee's Income Tax contribution. This amount will be paid directly to the relevant Jordanian authority. A statement detailing Employee contributions will be made available to the Employee by the Club upon request.
4. Payment. Employees will be paid monthly on the last day of the month. Amounts paid will be calculated using the gross monthly salary, less amounts withheld for the employee-contribution to social security and income tax.

ARTICLE VI: INSURANCE BENEFITS

The Club agrees to provide Health insurance for the Employee and his/her family unless the Employee elects to decline such coverage in writing. Declining any insurance does not entitle the Employee to receive any additional compensation as a salary or allowance.

ARTICLE VII: WORK HOURS AND LOCATION

The normal work week for the Employee is Sunday through Thursday from 8:30 a.m. through 4:30 p.m., provided that overtime wage for support staff shall be calculated in accordance with the Jordanian Labor Law in force, except for the employees who assume management and general supervision functions and those whose work requires traveling or mobility inside or outside the Kingdom.

1. The rate of hourly overtime pay shall be calculated by the following formula: Monthly payment (referred to in Article V.1 above) multiplied by 12 divided by 260 divided by 8. For overtime hours worked during the normal work week the Employee will receive 125% of their normal hourly rate, and for hours worked during the weekend (Fridays and Saturdays) he/she will receive 150%.
2. The Internal Regulation of the Club entitles that the Employee shall maintain a daily time sheet with the Chief Accountant. The Time Sheet must be maintained daily and presented to the GENERAL MANAGER on the last work day of each month. Time sheets shall be certified by the Employee's supervisor and the Chief of Party.
3. If the Employee is required to travel domestically or internationally on official business, travel expenses and per diem shall be compensated according to guidelines approved between the GENERAL MANAGER and the Board.
4. The Employee's primary place of work shall be the Club's designated offices or any other place where the Club may allocate him/her without objection or reservation.

ARTICLE VIII: LEAVE AND HOLIDAYS

1. The Employee shall accrue annual leave in accordance with Jordan Labor Law for a maximum of 14 annual leave days per year. Leave requests must be approved by the Employee's supervisor and the GENERAL MANAGER at least two weeks in advance of leave. Unused annual leave may be postponed to the following year only upon the written approval of the Club.
2. The Employee shall have 14 sick leave days per year, and such additional sick leave days for hospitalization as may be required under the Jordanian Labor Law. The Employee's hospitalization or the Employee's taking of sick leave in excess of two days must be evidenced by a medical record signed by a medical doctor acceptable to the Club.
3. The Employee shall be entitled to the annual holidays as published by the GENERAL MANAGER.

ARTICLE IX: PERFORMANCE EVALUATION

The performance of the Employee in rendering the services covered by this Contract shall be evaluated by his/her supervisor and the GENERAL MANAGER at least once a year within thirty days prior to the anniversary of this contract. An evaluation may be conducted more frequently whenever the club deems appropriate. The concluding recommendations of those evaluations - may be the basis:

- for any increases in financial compensation payments to the Employee as may be subsequently agreed to in writing;
- for any disciplinary and/or actions taken by the Club.

The Employee shall be provided a photocopy of his/her evaluations.

ARTICLE X: TERMINATION OF THIS CONTRACT

A. This Contract may be terminated in any of the following events:

1. By either party with thirty days advance written notice.
2. By the contract of both parties.

B. The Club shall have the right to commence dismissal procedures against the Employee and thereby terminate this Contract in the following cases:

1. Failure of the Employee to adhere to the terms of this contract.
2. Failure of the Employee to adhere to established Club rules, regulations, or policies as approved by Club management.
3. If the Employee commits a mistake resulting in severe loss to the Club.
4. For any other reason stated in the Jordanian Labor Law.
5. For unforeseen economic or technical circumstances resulting from unforeseen causes beyond either the Club's control according to the provisions of the Jordanian Labor Law. Unforeseen circumstances arise for a wide variety of reasons, including but not limited to:
 - a. A reorganization of the content of the Club in response to requirements that would affect the Employee's suitability for the new position description.
 - b. A reduction in the scope of the Club, in response to RMCJ needs, which would require a proportional reduction of staff.
 - c. Closedown of the Club. In the case of early closedown, Club's policy is to give its Employees 60 days' notice when circumstances permit.

Also, Club shall make every reasonable effort to help affected Employees find employment with other firms. Such Employees shall be given preference should Club start hiring again and should their skills and expertise be suitable.

The terms, conditions and procedures for termination of this Contract shall be in accordance with Jordanian Labor Law and Jordanian Case Law.

ARTICLE XI: RETURN OF CLUB PROPERTY

The Employee agrees that, immediately upon termination of employment with the Club for any reason whatsoever, the Employee will deliver to the Club, without keeping any copies, all funds, files, documents, papers, materials, and any other property in the Employee's possession which belong or relate to the interest or business of the Club. The Club reserves the right to deduct any monies owed to it from any remuneration due to the Employee.

ARTICLE XII: SMOKE AND DRUG FREE OFFICE ENVIRONMENT

The office shall be a smoke and drug free environment, and the Employee shall not endanger his/her health or the health of his/her colleagues by smoking inside the office building. Smoking is allowed outside the office building.

ARTICLE XIII: APPLICABLE LAW

This Contract and the disciplinary and grievance procedures as laid down by Club shall at all times be subject to the provisions of Jordanian local labor laws and any other law applicable at the time.

ARTICLE XIV: DISPUTES

Any dispute arising from this contract, its execution, or any other issue arising therefrom, shall be settled by the courts of Amman, Jordan.

ARTICLE XV: NOTICES

Notices described in this Contract shall be sent by registered mail or hand delivered against signature of receipt. In case of refusal of receipt, two witnesses shall sign such refusal and the Employee shall be considered to have been notified with the content of such Notice.

The Employee shall inform the Club in writing of any changes in his/her address no later than one week after such change occurs. Failing to do so, any notice sent to the Employee's address stated in this Contract shall be deemed to have been validly and effectively served.

ARTICLE XVI: ENTIRE CONTRACT AND AMENDMENTS

This Contract, including any attachments hereto, constitutes the entire Contract between the Club and the Employee. The provisions of this Contract supersede any and all prior verbal and written negotiations, understandings, or other contracts. This Contract may be amended in writing on mutual contract of both parties.

_____	_____	_____
(name)	Date	Location
_____	_____	_____
GENERAL MANAGER		Date
Location		
_____	_____	_____
Witness	Date	Location

This short-term consultancy contract, hereinafter referred to as the “Contract,” is freely entered into between the following two parties:

1. The Royal Motorcycle Club of Jordan, located at xxx in Amman, Jordan, and hereinafter referred to as the “Club”, deemed a non-profit limited liability club in the Hashemite Kingdom of Jordan by the Ministry of Industry and Trade’s Companies Control Directorate,
and
2. (name) , hereinafter referred to as the “Employee”, an individual whose mailing address is (address) .

This Employment Contract is entered into to specify the terms and conditions of employment set forth in Article I through XVI, below, including the referenced Job Description attached hereto, which Job Description may be modified at any time by the Club in order to ensure the proper operation and implementation of the objectives.

The Club and the employee agree as follows:

I. Appointment

The Club hereby appoints the Employee as a short-term Employee for The Royal Motorcycle Club of Jordan for the aforementioned contract.

II. Scope of Work

The employee will provide professional services to the Club and other parties/clients, as specified for the position title in the scope of work attached to this contract. The contract terms of reference for said position are subject to amendment at any time by the Club, and/or the Government of Jordan. The referenced contract has been provided to the employee and is always available in the field office for review. In accepting this consultancy, the employee agrees he/ she will not hold the Club liable in any way for alterations in the scope of work that may be made by the Club and/or the Government of Jordan.

III. Performance of Duties

The employee further agrees to perform these duties faithfully to the best of his ability, to comply with local laws and customs, and to conduct himself in an appropriate manner.

The Club may review all deliverables submitted by the employee as required by the scope of work for this assignment. Should adjustments in the direction, content, or quality of the work be required and deemed feasible, the employee will be informed of the changes needed within three weeks of receipt of the findings, and this contract shall remain in force. If, for any reason, the work to date is considered professionally unacceptable in the opinion of the Club, the employee will be so informed, and will be requested to revise deliverables or reports with no additional compensation.

IV. Reporting

The employee will report directly to the Club’s General Manager or his/ her designee who is responsible for monitoring employee performance under the terms of the contract.

V. Compensation

The compensation for the employee for the duration of this assignment has been approved by the General Manager ___JD for the amount of days specified in Annex C below. This is based on five day workweek. The employee may not work or be reimbursed for days beyond the maximum approved work/travel days without prior written approval from the Club. The employee will be paid on the last day of the month (contingent upon the submission of signed and approved timesheet).

VI. Corporate Benefits

The Royal Motorcycle Club of Jordan does not offer corporate health benefits, annual or sick leave, or any additional club benefits to its short-term personnel.

VII. Term of Consultancy

The Club hereby employs _____, who agrees to faithfully and to the best of his/her knowledge and skill serve the Club on the referenced contract from the effective date of this contract and for a total of ____ days as mentioned in the attached scope of work, unless terminated prior to this termination date in accordance with the contract provisions which follow.

VIII. Termination of Consultancy

This contract may be terminated by either party without cause by giving the opposite party ten (10) days written notice of such intention to terminate. In the event that the Club should so terminate this contract by notice to employee, employee shall continue to render the usual services required by this contract for such period and his compensation shall continue as provided herein to the effective date of termination. If employee shall exercise his right to terminate this contract, his rights to compensation shall be dependent upon continuing to provide services herein contemplated for such period; if the employee fails to continue to perform his usual duties, the employee shall forfeit all right to accrued or unpaid compensation, vacation time and other benefits provided by this contract. However, this shall not be construed to in any way to limit the right of the Club to terminate this contract for cause at any time, and in the event of termination for cause, all rights to compensation and other benefits shall terminate immediately.

IX. Data Ownership

To the extent that ownership of the employee's reports, research, data, and other work is not covered by the attached contract, ownership of all such materials rests with the Club. All working papers and materials gathered during the assignment must be delivered to the Club upon the conclusion of consultancy. The employee agrees not to publish or make any other use of such materials without the prior approval in writing of the Club.

X. Conflict of Interest

The employee may not engage in any non- Club business, profession, or occupation in Jordan, or any other country to which the employee may be assigned during the time period the employee is actually engaged in providing services to the Club, without prior determination by the Club and any clients regarding potential conflicts of interest. If a employee does engage in such work without the required Club approval, the Club has the right to take action against the employee, from issuing a request to immediately stop such activities, up to and including termination of consultancy. This includes loans to or investments in any business in Jordan, and extends to direct or indirect consultancy either in the employee's name or through the agency of another person.

In the case of intermittent work for the Club, the employee may not engage in activities which would be considered a conflict of interest to Club activities. If on an intermittent assignment, the Club discovers the employee engaging in activities which may be construed as a conflict of interest, the employee will be asked to immediately stop such activities. If the employee refuses, this would be grounds for termination.

XI. Applicable Law

This Contract and the disciplinary, grievance and retrenchment procedures as laid down by Club shall at all times be subject to the provisions of Jordanian local laws applicable at the time.

XII. Acceptance of Contract

Acceptance of the terms of this contract shall be indicated by both parties on the lines provided below and by initialing each page of this contract. The parties hereby accept the terms of this contract:

(NAME)
General Manager

Date

(NAME)

Date

Location Signed: _____

Annex B
Short Term Consultancy Contract Scope of Work

Activity

SOW Title:

Modification

SOW Date:

SOW Status

Task and Employee Name:

I. Specific Challenges Addressed by this Consultancy

II. Objective

III. Specific Tasks of the Employee(s)

Under this Scope of Work, the Employee(s) shall perform, but not be limited to, the tasks specified under the following categories:

A. Background Reading Related to Understanding the Work

Employee(s) shall read, but is/are not limited to, the following materials related to fully understanding the work specified under this consultancy:

B. Background Interviews Related to Understanding the Work

The Employee(s) shall interview, but is/are not limited to, the following individuals or groups of individuals in order to fully understand the work specified under this consultancy:

C. Tasks Related to Achieving the Consultancy's Objectives.

The specific duties under this Project are:

IV. Time frame for the Consultancy. Unless otherwise specified in writing, the time frame for this consultancy is specified by the expenditure start and end dates shown in Annex C.

V. LOE for the Consultancy. The days of level of effort are allocated by location in Annex C.

VI. Consultancy Qualifications

The Employee(s) shall have the following minimum requirements:

1. Educational Qualifications

2. Work Experience Qualifications

Annex C
Scope of Work Level of Effort Allocation

Project Action:

Scope Of Work:

Description:

SOW Start Date:

SOW End Date:

Scope of Work Document:

Level of Effort

Name	Start	End	Jordan			Travel	Total
			n	3rd			
Employee		The Royal Motorcycle Club of Jordan					

Annex 14 Sample Timesheet

The Royal Motorcycle Club of Jordan Monthly Timesheet

Employee

Name:

Position :

Month

Ending:

Days of
Week[illegible]

Notes:

The Royal Motorcycle Club of Jordan

Employee Leave Form

Name of Employee: _____

Type of Leave:	Annual	Sick	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Day& Date of Leave: _____

Total No. of Hours: _____ From: _____

To: _____

Employee's Signature: _____ Date: _____

Supervisor: _____ Date: _____

Approved by: _____ Date: _____

If you will be out of town, please leave a contact number.

TRAINING APPLICATION**The Royal Motorcycle Club of Jordan****I. Personal Information**

Name	
Street Address	
City, Country, Postal Code	
Telephone Number	

Date of birth (mm/dd/yy): _____ Country & city of birth: _____

Gender: ☐ Male ☐ FemaleDo you smoke? ☐ Yes ☐ NoDo you have any allergies to foods or medications? ☐ Yes ☐ No

If yes, please explain _____

Do you have any special dietary restrictions? ☐ Yes ☐ No

If yes, please explain _____

II. Employment HistoryCurrent employer: _____ Title: _____
Please specify your current responsibilities: _____**III. Education Background**

Highest degree obtained: _____ Concentration/field: _____

Name of school/institution: _____

Do you speak any languages besides your native language?

Language	Level of Fluency

If you speak English, have you ever taken the TOEFL? ☐ Yes ☐ No

If yes, what was your score? _____

IV. Special Requests

Do you have any special requests related to this training which we may be able to arrange for you? Please explain.

[illegible]

I certify that all back-up documents are bona fide and allowable costs and have been attached. No sales tax is included.

Signed: _____
Printed: _____

